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San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

S. L. A. ARCHIVES

Vol. 21, No. 1 September 1950

STANFORD, HO!
Saturday, September 23, 1950

A meeting we have long anticipated will usher in our fall SLA activities. Stanford University has extended us a warm invitation for an all-day visit and tour of some of their libraries.

A luncheon will open the meeting, with "Greetings" and comments on the libraries from Dr. Raynard Coe Swank, Director of the University libraries. The afternoon will be spent inspecting special libraries located on the "Farm" (campus).

Luncheon

Where:	Stanford Union, in the Garden Room
When:	12:15 p.m., Saturday, September 23
How Much:	$2.00 per person, including tax and tip (Reservations made but not kept must be paid)

Libraries

Documents Engineering Transportation		Located in University Library Bldg.
Education	"	adjoining the above
Hoover Library on War, Revolution and Peace	"	across "the Lot"
Law Business	"	front of "the Quad"
Mineral Sciences	"	far corner

Reservations & Transportation

Reservations on the attached form must reach Alba Eldredge by Sept. 18. Miss Eldredge is setting up a car pool. If you will drive down or want a ride, please indicate this on the reservation form. Greyhound busses leave Mission & 7th, S.F. for Palo Alto every hour and ever 20 min. thereafter. Trip takes 1 hour, 20 minutes. S.P. busses leave Palo Alto for the campus every 20 minutes.

JUNE MEETING IN SACRAMENTO

The June meeting was a get-together for the Southern California and Bay Region Chapters at the CLA Convention in Sacramento. All who went to the convention--the bookanalia as Dr. Powell put it--agree that it was outstanding. The theme, "A Century of Books in California, 1850-1950" provided lively material for reminiscing and evaluation and the speakers made every meeting memorable.

About forty-five gathered for the Special Libraries luncheon at Bedell's Restaurant on Friday, June 23. Mr. W. R. Currie (Senior Financial Research Technician of the Bureau of Budgets and Accounts, State Dept. of Finance) spoke postprandially on "Using California Economic Data." Mr. Currie included state and federal statistics on population, manufacturing, national income, etc. He discussed their discrepancies, limitations and methods of compilation.

Miss Evelyn Houston (Documents Librarian, State Library) and Miss Dorothy Drake (Librarian, Business and Municipal Dept., Sacramento City Library) highlighted interesting features of their respective libraries. They gave the guests a list of special libraries in the Sacramento area. The rest of the afternoon was free for visits to these and to the historic spots of the capital.

As we look back over the convention program, some things stand out. Dr. Powell presided, in his inimitable fashion, at the general session; Miss Gillis welcomed the Association. Miss Coulter and Mr. Van Patten made interesting contributions to another general session, "A Hundred Years of Library Materials, Services and Techniques in California." Dr. Conmy was a discussant at "A Century of Newspapers in California." Four leading West Coast book men--Robert B. Campbell, Richard G. Lillard, Donald Bean and Jake Zeitlin--exchanged views on "Books of the Centennial Years, 1946-1950." It was a delightful experience to hear Idwal Jones reflect on "The Folklore of a Hundred Years," and a great privilege to hear Dr. Dixon Wector's brilliant--and, as it developed, final--address, "California Reviews a Century of Literature."

-EW

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VISITOR FROM INDIA

Dr. S. R. Ranganathan, of Delhi, India, visited several local libraries during a brief stay here in August. Believed to be the first professional librarian of India, Dr. Ranganathan is Professor of Library Science at Delhi University and President of the Indian Library Assoc. On a Rockefeller grant, he is studying U.S. libraries. He flew here from India, stopped in Europe en route, and arrived in this country in June, in time for the SLA Atlantic City Convention.

Dr. Ranganathan came to the Bay Area from Southern California, where he visited several libraries. He was at the University of California for four days and also visited three special libraries: California Research Corp., Lansing Library Service and Shell Development. He is especially interested in the problems of handling smaller units. If you haven't already read it, you might like to read his article, "Special Librarianship--What It Connotes" in the Nov. 1949 Special Libraries, page 361.

INSTITUTE ON GOVERNMENT PUBLICATIONS

The U.C. School of Librarianship and the California Library Association are jointly sponsoring an Institute on Government Publications to be held at International House, Berkeley, October 26-27-28. All librarians are invited to attend.

Laws and basic legislative materials, statistical sources in public documents, basic records for documents and distribution of publications will be discussed. Among the speakers and discussion leaders will be:

Mr. Roy B. Eastin, U.S. Superintendent of Documents
Dr. Peter Odegard, Professor of political science, U.C.
Mr. Edwin T. Coman, Director Stanford Grad.School of Bus.Lib.
Mr. Thomas S. Dabagh, Director U.C.L.A. Law School Lib.
and many others.

Registration will be 9:30 to 10:30 a.m., October 26. The registration fee of $5.00 includes the dinner Friday night, October 27. Complete programs will be available after October first. For these or any other information, write:

Miss Helen V. Hammarberg
Department of Institutes
University of California Extension
Berkeley, California

*

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1950 SLA CONVENTION

The 1950 Convention of the Special Libraries Association was held in Atlantic City, New Jersey, June 12-16. Some 634 members attended and all twenty-five chapters were represented. Four members from the San Francisco-Bay Region Chapter were there.

After the lively discussions at the 1949 conference in Los Angeles and at our chapter meetings during the past year, we are especially interested in the changes made in the Association Constitution at the business meeting.

Vote by Mail Ballot

An amendment providing for voting by mail ballot on all future proposed amendments to the Constitution was passed. Vote on the San Francisco-Bay Region Chapter's proposed mail ballot amendment was 200 for and 107 opposed--a defeat since a 3/4 vote is required. The Montreal Chapter's proposed amendment was also defeated.

The final amendment, passed unanimously, requires that all proposed amendments be discussed at an Annual Meeting before a vote by mail is taken. The ballot is to indicate the pro and con vote at the Annual Meeting. The amendment our Chapter proposed allowed for discussion at the Annual Meeting but did not require it.

Divisions

The name "Group" was changed to "Division." Only one Division affiliation without additional payment will be allowed Active and Institutional members. Student members may not join a Division but may affiliate with a Chapter.

Incidentally, the July-August Special Libraries, page 232, column 1, indicates a double postcard was sent to all members having more than one Division affiliation. It requested they indicate their preference and return the card to Headquarters. If you received the card and haven't yet returned it, be sure to do so in order that Headquarters and Chapter records will be accurate. If you haven't received your card, notify Headquarters.

Executive Board

The Executive Board was enlarged from three to six Directors, to allow greater representation. A new office was created--an elected Secretary who will have a vote on the Board. Mrs. Stebbins' title is Executive Secretary, the position provided in the Constitution. Two candidates for each of the elected offices will be presented by the Nominating Committee each year.

SLA Award

The second annual SLA award of $100 was presented to Miss Ann Nicholson, Ln. Whitmarsh Research Laboratories, Pennsylvania Salt Manufacturing Co., Philadelphia, for her work in connection with the SLA publication, "Numerical Index to the Bibliography of Scientific & Industrial Reports."

(More Convention)

Other Items of Interest

A Membership Directory as of April 1, 1951 is planned. It will be coded to show Chapter and Division affiliation. This will be the first revision of the Association Directory since January 1, 1948.

The present affiliation of SLA with ALA was discontinued. It was recommended that SLA join the movement to form a federation of national library associations. This suggestion will be studied during the coming year.

Fiscal year was changed back to calendar year. Initial dues of new members will be collected on a quarterly, pro-rata basis.

The University and College Group was formally disbanded.

A dinner for members attending their first convention was very successful.

The next Convention will be held in St. Paul, Minn. June 18-25, 1951.

-MH

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PEOPLE IN THE NEWS

Over the summer months, our Chapter gained two members, lost two. MRS. MARJORIE SCHULER, of Stacey's, is a new member. JOHANNA FRITSCHE is a transfer from the New York Chapter. Now living in Grass Valley, Miss Fritsche was with Union Carbide in New York. Because she is moving out of the Bay Area, KATHERINE KARPENSTEIN has resigned the Chapter Vice-Presidency. CONSTANCE HOOVER has also moved away. ELISE HOFFMAN and ELLEN CORNISH have replaced these two on the Exec. Board.

*

The national Science-Tech Division has two San Francisco-Bay Region members on its roster of officers. THELMA HOFFMAN, Ln. Shell Development, is Chairman. MARGARET ROCQ, Ln. Standard of Calif., is Secty-Treas.

*

PHYLLIS ANDERSON, Ln. Pan American World Airways Inc., is a member of the 1951 national Nominating Committee.

*

ALLEEN THOMPSON, Ln. State Dept. of Public Health, S.F. will vacation "down east"--she is leaving for Maine this month.

*

Among the June brides this year was DOROTHY SOLT, now MRS. ROBERT DENNEY. She is with the Radiation Lab. in Berkeley.

*

DR. PETER T. CONMY, Ln. Oakland Free Library, visited the Portland Public Library and Art Museum this summer. He observed a trend there, as in other libraries organized on the old functional plan, toward converting to subject departments.

*

ELOISE RYAN is now with the State Dept. of Fish and Game Library. HARRIET DE HOOG has Eloise's former job at the State Dept. of Public Health. PRISCILLA FERGUSON is a new addition at the Division of Labs., Dept. of Public Health, at U.C.

*

BEA CARLSON, Ln. School of Management, Golden Gate College (see their ad, p. 5. --Ed.) has recovered from a serious illness suffered in late summer and will preside at our Stanford meetimg this month. Her new Assistant at Golden Gate is ELEANOR SIMPSON, a '50 Grad. of the U.C. Library School.

*

At least four local SLA'ers attended the national Convention in Atlantic City last June: BEVERLY HICKOK, Ln. Institute of Transportation & Traffic Engineering; GWENDOLYN LLOYD, Ln. Industrial Relations Library at Cal; MARGARET HATCH, Ln. Metropolitan Life Insurance Co. and THELMA HOFFMAN.

*

ELSIE SCHAUFLER, Chief Order Ln. Oakland Free Library, was on extended leave of absence this summer due to illness.

*

Did you see EDWIN T. COMAN, JR.'s latest article in the June California Library Bulletin -- "Special Librarianship in California"?

WHO'S WHO IN SLA

ASSOCIATION OFFICERS, 1950-51

President:
Mrs. Elizabeth W. Owens
Mercantile-Commerce Bank
St. Louis, Missouri

First V.P. & President-Elect:
Mr. Grieg Aspnes
Brown & Bigelow
St. Paul, Minnesota

Second V.P.:
Mrs. Ruth Parks
National Safety Council, Inc.
Chicago, Illinois

Treasurer:
Mr. Donald Wasson
Council on Foreign Relations
New York, N.Y.

Director: (3-yr. term)
Mr. Robert Grayson
New York Herald Tribune
New York, N.Y.

Continuing Directors:
Miss Margaret Hatch
Metropolitan Life Insurance Co.
San Francisco, California

Miss Estelle Brodman
U.S. Army Medical Library
Washington D.C.

Immediate Past-President & Director
Mrs. Ruth Hooker
Naval Research Laboratory
Washington D.C.

CHAPTER OFFICERS, 1950-51

President:
Miss Berna Carlson, Ln.
School of Management
Golden Gate College
San Francisco

V.P. & President-Elect
Miss Elise Hoffman, Ln.
Golden State Co., Ltd.
San Francisco

Secretary: (2-yr. term)
Mrs. Miriam Horn, Ln.
Wine Institute
San Francisco

Treasurer: (2-yr. term)
Mrs. Betty Roth
Standard Oil of California
San Francisco

First Director & Program Chairman:
Miss Alba Eldredge
Dental Library
U.C. Medical Center
San Francisco

Second Directory & Hospitality Chmn:
Miss Ellen Cornish
Reference Department
Oakland Free Library

Immediate Past-President:
Miss Margaret MacKellar, Ln.
Anglo-California National Bank
San Francisco

Bulletin Editor:
Mrs. Elizabeth Williams
Lansing Library Service
Oakland

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COMING EVENTS ...

A highlight of our fall program will be a dinner meeting planned for Monday, December 4. Mrs. Elizabeth W. Owens, 1950-51 SLA President, will be guest of honor. Mark it in your date book and plan to come!

Miss Margaret Hatch
Pacific Coast Head Office
Metropolitan Life Ins. Co.
600 Stockton St.
San Francisco 20, Calif.

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 21, No. 2 October 1950

OAKLAND TRIBUNE LIBRARY
Thursday, October 19, 1950

Our October meeting should prove a stimulating one. We will visit the library of the Oakland Tribune. Miss Ava Brown, Librarian, will show us their new quarters, on the fourth (Editorial) floor of the Tribune Press Building. This will be the second "morgue" the Chapter has ever visited--the first was the Chronicle which we saw some time ago.

Dinner

Where:	Cock O' the Walk 1437 Harrison Street Oakland
When:	October 19 6:30 p.m.
How much:	$2.25, including tax and tip

Library

Where:	Oakland Tribune Press Building 13th Street, next to Tribune Tower
When:	7:45 p.m. promptly. The building will be open only for a few minutes to admit our group.

Reservations

Telephone by October 16:
San Francisco: Miss Alba Eldredge, U.C. Medical L., MO 4-3600
Oakland: Mrs Jewell Crowell, OPL, TW 3-1400

EDITOR: Elizabeth Williams

ASSISTANT ED: Marylyn Yearin

SEPTEMBER MEETING AT STANFORD

The first meeting of the year was a long anticipated visit to the Stanford University libraries. More than 50 members gathered on Saturday, September 22, for luncheon in the Garden Room of the Students' Union. President Berna Carlson introduced the year's officers and Ellen Cornish introduced new members and guests. Dr. Raynard C. Swank spoke briefly of the library system (comprising 28 libraries) and described the eight which were open for our visit as being of greatest interest to special librarians. Cuff notes on these eight:

Documents. 900,000 U.S. and foreign publications including those of the United Nations. The collection is growing rapidly and is especially rich in U.S. and British documents.

Education. This pleasant open-shelf library is one of the finest education collections in the country.

Engineering. Extensive material in civil, electrical, mechanical and mining engineering.

Graduate School of Business. Nearly 150,000 books and pams on accounting, banking, finance, cooperatives, economics, foreign trade, industrial relations, management, marketing; over 700 current periodicals including house organs. Company annual reports are cataloged. An historically interesting feature is a collection of records of companies now defunct.

Hoover Library on War, Revolution and Peace. Largest special library on the campus. 250,000 volumes and literally millions of letters, documents, maps, photographs, currencies, etc. which were "selected primarily for the light they shed on important events in this century." The library was founded by Herbert Hoover during World War I. In 1941, while dedicating the Tower named for him Mr. Hoover said, "The purpose of this institution is to promote peace. Its records stand as a challenge to those who promote war. They should attract those who search for peace..."

Hopkins Transportation. 25,000 volumes. Established by Timothy Hopkins in 1892 to cover railroad history, this library now embraces all forms of transportation.

Law. Extensive U.S. and foreign legal collection. The library is in fine new quarters, occupied only since last spring.

Mineral Sciences. A large geological collection endowed by Dr. Branner of Stanford.

Guides to the libraries were introduced and led us off on exceedingly interesting tours. Credit for the success of the meeting belongs in large part to Jeannette Hitchcock of Stanford who was in charge of arrangements.

- EW

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CRUSADE FOR FREEDOM

The Special Libraries Association is wholeheartedly supporting the Crusade for Freedom, according to a special dispatch from Margaret P. Hilligan, Association Chapter Liaison Officer. General Lucius D. Clay requested our cooperation in a letter to Mrs. Owens, President. We are urged to enlist as volunteer workers in the Crusade drives and to support in every way this "great moral offensive for freedom."

* * *

Did you see the excellent classified list, "Basic Reference Sources in the Field of Sales and Advertising" in Sales Management, September 15, 1950, p. 84 ff. It was compiled by the New York Publishing Division by sending questionnaires to 250 SLA'ers requesting lists of their most important sources. It's interesting to check your own collection against the boxed list of "Twenty-six Indispensables." The Sept. 1 Sales Management gave "A Time-saver List of Sources for Maps for Sales Executives."

* * *

The probability of an enemy atomic bomb attack on continental U.S. is believed remote. But it is one we should prepare for. Information on protective measures is just beginning to appear in print, so the bibliography on the next page is timely and may be helpful to you. A limited number of copies of this list is available from the Editors, upon request. Do send us any lists of general interest that you have compiled recently. The Bulletin will be glad to publish them, for the use of all members.

ATOM BOMB PROTECTION
A Bibliography
Prepared by Lansing Library Service

ATOMIC DETONATIONS; Some Suggestions for Public Education and Self-Preservation, Especially in the Home. S.F. Dept. of Health. 1950. 2 p. free.

BLUEPRINT FOR SURVIVAL. In Los Angeles Mirror, Sept. 5, 6, 7, 8,1950.

BOMB PROOFING FOR BUSINESS. In U.S. News & World Report, Aug. 25, 1950 p. 13.

CIVIL DEFENSE REPORT. Wash., Nat'l.Security Resources Bd. 1950. 162 p.

DAMAGE FROM ATOMIC EXPLOSION AND DESIGN OF PROTECTIVE STRUCTURES. Prep. by Nat'l.Sec.Resources Bd. by Dept.of Defense and U.S. Atomic Energy Comm. Wash., GPO. 1950. 32 p. 10¢

EFFECTS OF ATOMIC WEAPONS. Prep. for and in coop. with U.S. Dept of War and U.S. Atomic Energy Comm., under direction of Los Alamos Scientific Lab., Los Alamos, New Mexico. Wash.,1950. 456 p. $1.25

EXECUTIVE PLANNING--IF AN A-BOMB FALLS. N.Y.,Nat'l.Ind'l.Conf. Bd., Studies in Personnel Pol. #108. Sept. 1950. 19 p. $1.00

HIROSHIMA--USA; Can Anything Be Done About It? In Colliers, Aug.5, 1950, p.11. Something Can Be Done About It. In same issue, p.16.

HOW TO STAY ALIVE IN AN ATOMIC WAR; A Practical Manual of Survival for Civilians. N.Y., Leon Hill. 1950. 89 p. 50¢

HOW TO SURVIVE AN ATOM BOMB. Rich and Gerstell. N.Y., Rinehart. $1.00 N.Y., Bantam 25¢

MEDICAL ASPECTS OF ATOMIC WEAPONS. Prep. for Nat'l.Sec. Resources Bd. by Dept. of Defense and Atomic Energy Comm. Wash. 1950. 24 p. 10¢

MOBILIZING FOR ATOMIC WAR. N.Y.,Nat'l. Ind'l. Conf. Bd., Studies in Business Pol. #46. July 1950. 64 p. $1.50

PRINCIPLES OF PLANT PROTECTION. U.S. Dept. of Defense, Munitions Bd. Prep. by Ind'l. Sec. Div., Office of Manpower, Munitions Bd. Wash., Aug. 1950. 5 p. 15¢

PROTECTION FROM THE ATOM BOMB. Oakland, Calif., Oakland Disaster Council. Sept. 1950. 5 p. free.

RADIATION PROTECTION. In Safety Engineering, Dec. 1949, p. 33.

RULES FOR SURVIVAL IN ATOMIC EXPLOSION. In S.F. Examiner, Sept.10,1950

U.S. CIVIL DEFENSE. Wash., Chamber of Commerce of the U.S., 1950

WE ARE NOT HELPLESS; How We Can Defend Ourselves Against Atomic Weapons. Reprinted from N.Y. Times, Aug. 1950. 47 p. 10¢.

PEOPLE IN THE NEWS

ANNE AVAKIAN and EDWIN T. COMAN are among the panel participants for the Institute on Government Publications to be held October 26-28 at International House in Berkeley. ROY B. EASTIN, Sup. Docs., will be the featured speaker at the October 27th dinner meeting. More details in your September Bulletin.

*

Future Librarians...? MARY DAYTON, formerly Ln. at Calpack now has a daughter, Nancy Jane, who was born Sept. 5. The Daytons have moved to Oroville. Former Ln. Calif. State Dept. of Health VIRGINIA DETLOFF'S son, named Lowell Nelson, was born June 12.

MARGARET BRESSMAN, formerly of Chicago, has recently been employed by the California State Senate Port Authority.

*

ART JOHNSON, of California Research Corp., will again serve as Science-Tech representative for the Bay Region Chapter. LYN YEARIN, of Lansing is Pacific Coast Field Reporter for the Bulletin of the Business Division.

*

Have you marked your calendar? Be sure to save the night of Monday, December 4, for our dinner honoring Mrs. ELIZABETH W. OWENS, SLA President. This dinner will take the place of the November meeting. See Nov. Bulletin for full details.

Glamorous Librarians!

PHYLLIS ANDERSON, Ln. Pan-American World Airways Inc., HARRIET COLLOPY, Ln. Bus.Br., S.F. Public and ISABELLA FROST, Mgr. Lansing Library Service, participated in a Career Seminar, sponsored by Joseph Magnin's and Glamour Magazine for young working girls, at the Palace Hotel on October 5. They were among a group of twenty-five local career women, selected for outstanding success in their fields, whose portraits and biographical sketches formed an interesting exhibit. Dr. Lynn T. White, Pres. Mills College and Henry North, Pacific Coast V.P. of Metropolitan Life Ins. Co. participated in the panel, "Are You Making the Most of Your Job?"

*

Correction. ELISE HOFFMAN, Ln. Golden State Ltd. is Chapter "Veep" only, not president-elect as announced in the September Bulletin. She accepted the vice-presidency for the current year to fill the vacancy left by KATHERINE KARPENSTEIN.

*

Who's doing what? Your Editors can't know everything that's going on, so send us your news!

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Vol. 21, No. 3 November 1950

DINNER HONORING NATIONAL PRESIDENT
Tuesday, December 5, 1950

Highlight of our fall program will be the meeting on Tuesday, Dec.5, when Mrs. Elizabeth W. Owens, National President of SLA will be our guest at a dinner in the Fairmont Hotel.

Mrs. Owens will speak informally on activities of the Association and the Chapter, and conduct a discussion when members may ask her questions or make suggestions. We hope you will all plan to come to the dinner and meet Mrs. Owens. You may bring guests if you wish.

Place: Venetian Room of the Fairmont Hotel, San Francisco

Date: Tuesday, December 5, 1950
7:00 p.m.

Price: $4.00, including tax and tip

Reservations on the form at the bottom of this page should reach Alba Eldredge by November 28. Check must accompany reservation. For questions or late reservations, telephone Miss Eldredge at MOntrose 4-3600

Editor: MRS. ELIZABETH WILLIAMS

Assistant
Editor: MRS. MARYLYN YEARIN

OCTOBER MEETING AT OAKLAND TRIBUNE

As we do once each autumn, the Chapter met in October in the East Bay. This year's trip was a visit to the newly expanded library of the Oakland Tribune.

After dinner at the Cock O' the Walk in Oakland, Miss Ava Brown, Ln. at the Tribune, spoke on the background and policies of the library. She gave credit for the existence of her library to the Special Libraries Association convention held in San Francisco in 1930. The Managing Editor at that time attended the convention and meetings of the Publishing Group. As a result, he decided to expand the Tribune library. Since that time the library procedures have undergone constant revision, as new and better ways of doing things are discovered.

The library staff day starts at 5:30 a.m. and is a series of RUSH requests for information and pictures. Miss Brown spoke amusingly of some of her staff's daily experiences in filling these requests from reporters and editors. To cope with their demands the library has 5,000,000 clippings and 1,000,000 pictures, arranged by name and subject in envelopes in vertical files. All editions of the Tribune, and many other newspapers, are clipped daily. Readers mark the articles to be clipped and circle the subject classification.

Miss Brown conducted the group on a tour of the library. Members had an entertaining time poring over the wealth of historical material, including bound volumes of the Tribune from 1874, looking up friends and relatives in the clipping and photo files and perusing the collection of 6,000 old time photographs currently being used in the "Old Timers' Page", a Sunday feature of the Tribune.

-S.S.

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LIBRARY WORKSHOP

A Library Workshop will be presented jointly by the University of California School of Librarianship Alumni Association and the U.C. School of Librarianship. The meeting, which is open to alumni and guests, will be held at International House on Saturday, December 2.

Registration (9:30 to 10:00) will be followed by "Opportunities in Librarianship," a symposium of eight librarians discussing the various fields of specialization. Phyllis Anderson will represent special libraries.

At luncheon, Mr. Sydney B. Mitchell will speak on "The Challenge of Librarianship." Professor Louis B. Davis of U.C. will describe process and procedure analysis and will show a film, "The Flow Process Chart and How to Make It." Application of work simplification to library processes will be explained by Edwin T. Coman, Jr., Coit Coolidge and Margaret D. Uridge. The SLA W/S exhibit will be on display.

To register, send your check for $2.50 (includes luncheon), payable to the Regents of the University of California, to the Department of Institutes, U.C. Extension, Berkeley 4. Reservations must reach them by November 27.

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SLA CONSTITUTION
RECOMMENDED MEMBERSHIP CHANGES

The Committee on Constitution and By-Laws met September 23, 1950 in New York and agreed to recommend the following changes be adopted.

MEMBERSHIP Seven types of members.

1. Senior. Actively engaged in special libraries or teaching special library courses in library school. Must have degree or certificate from library school or degree in subject field and at least five years professional experience. In lieu of these, at least fifteen years professional experience. Privileges: may vote, hold office, affiliate with one Division and Chapter nearest place of employment or residence. Receive Journal free. Dues: $7.00

2. Junior. Same as Senior members except up to five years professional experience required. Privileges: Same as Senior members except not allowed to hold office. Dues: $5.00

3. Associate. Engaged in any type of library, statistical or research work, teaching general courses in library science or formerly so engaged, who do not qualify for other types of membership. Privileges: may vote and affiliate with one Chapter. May affiliate with one Division upon payment of 20% of Senior membership dues. Not allowed to hold office. Do not receive Journal. Dues: $3.00

4. Student. Enrolled in classes in library schools of accredited colleges or universities. Privileges: may affiliate with Chapter nearest school. Dues: $3.00

5. Institutional. Organizations that maintain a special library. Privileges: receive free the Journal and up to three other Association publications of their choice. Dues: $20.00

6. Sustaining. Individuals or organizations not maintaining a special library but interested in supporting Association work. Privileges: may affiliate with Chapter nearest place of business or residence and receive Journal free. Dues: $25.00

7. Life. All who are Life members now and those eligible for Senior membership who pay the specified sum. Privileges: same as Senior members. Dues: $200.00

DEFINITIONS. Committee recommended the following definitions be adopted.

1. Special library: A collection maintained by an individual, corporation, association, governmental organ or other organized group, devoted to a special subject and stressing specialized service to a special clientele. Special subject departments of university and public libraries and of the Library of Congress fall in this category.

2. Professional experience: As used in the Constitution, covers experience in: (a) administration of a special library; (b) evaluation, selection and organization of material; (c) reference and research; or (d) bibliographical work.

*

-MGY

CORRECTION--CHAPTER COMMITTEES, 1950-51

Your Editors discovered too late an incorrect listing of committees in the October Bulletin. Here are the correct committee members and our apologies to them and our readers:

PUBLIC RELATIONS COMMITTEE
Miss Patricia Burke, Chairman
Miss Ellen Cornish
Miss Anne Rand
Mrs. Margo Westgaard, Ex-Officio

PUBLICATIONS COMMITTEE
Miss Signe Ottersen, Chairman
Mrs. Miriam Horn
Miss Norma Parr
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Do you have any unusual items by George Santayana--manuscripts, translations, association copies or reprints of his works that might be difficult to trace--or any references to such material? If so, please notify Miss Sherry Taylor, Ln. Prudential Insurance Co., Box 2314, Los Angeles 54. She is compiling the bibliography of Santayana's writings for the 2nd edition of The Philosophy of George Santayana (Library of Living Philosophers, Vol. 2) to be published early next year. The bibliography will be annotated and credit given to the libraries furnishing the information.

*

San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Vol. 21, No. 4 January 1951

DINNER AT BAR ASSOCIATION LOUNGE
Wednesday, January 17, 1951

The first meeting of 1951 will be held in the delightful Bar Association Lounge in the Mills Tower. Cocktails and hors d'oeuvres will be served at the bar from 5:30. Dinner will be buffet style, with coffee and dessert served at the tables.

Mr. Brooks Darlington, member of the faculty at Golden Gate College School of Management, will speak on public relations. Mr. Darlington, since graduating from U.C., has worked in public relations--at the Chamber of Commerce of Delaware and at du Pont. During the war he was with the OWI in Washington and in Chungking. He now maintains a public relations service in San Francisco.

It is through the courtesy of Mr. Hugh Allen, SLA member and Law Librarian of the S.F. Law Library, that we are permitted to use the Bar Association Lounge. Mr. Everson, acting Librarian while Mr.Allen is on leave of absence, has invited us to visit the Law Library (in the Mills Building) following the meeting.

Guests will be welcome at both dinner and meeting!

Further details:

When:	Wednesday, January 17, 1951 Cocktails from 5:30 p.m.; Dinner at 6:30
Where:	Bar Association Lounge Mills Tower 220 Montgomery Street, San Francisco
How Much:	Dinner $2.75, including tax and tip
Reservations:	Telephone by Monday, January 15 San Franciscans: Mary Lew Waller, Standard Oil, SUtter 1-7700 East Bay: Jewell Crowell, Oakland Public, HIghgate 4-8272

Editor: MRS. ELIZABETH WILLIAMS

Assistant
Editor: MRS. MARYLYN YEARIN

MRS. OWENS' VISIT

Mrs. Owens, national SLA President, spent two days in San Francisco on her recent western tour. Old friends were delighted to welcome her and those of us who had not met her before found her a charming and able president. She was entertained in San Francisco and in Berkeley before continuing southward.

The Chapter held a dinner in her honor in the Venetian Room of the Fairmont Hotel on Tuesday, December 5. Mrs. Owens spoke informally on the work of the national committees and on the proposed constitutional changes. She said it has been suggested that the gavel, instead of being awarded for increased membership, be given for: (1) a special project or (2) the best paper presented at Convention.

Mrs. Owens highly recommended two papers which are available in reprint form from Mrs. Stebbins at Headquarters: "The Company Library--A Tool of Management" by Alma C. Mitchill and "Public Relations Is You" by Marion Wells. The former aims at selling special library service to business; the latter advises librarians on the promotion of their libraries.

Mrs. Owens urged members to go to the National Convention in St. Paul in June. She even offered to write to individual executives, upon request, pointing out the importance of their librarian's attending.

It was a pleasure to have Mrs. Owens with us.

*

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JOB RELATIONS FOR THE SPECIAL LIBRARY

Advance announcement of the 1951 Methods Meetings, which are of wide interest and looked forward to by Chapter members each year, is being made by the Methods Committee, Ruth Wingfield and Helen Brenner.

"Job Relations for the Special Library" will be the topic of two meetings, on Thursday, February 15 and Wednesday, March 21, from 7:00 to 9:00 p.m.

At the February meeting Mr. Abbott Roberts, Personnel Director of the San Francisco Branch of Owens-Illinois Glass Company will speak on (1) How to select and test job applicants and (2) How to get along with your boss. During the war Mr. Roberts served in the Training Within Industry Section of the War Manpower Commission. He later was Personnel Consultant with the United Nations at Lake Success.

Mr. Ralph R. Canter, Instructor in psychology at the University of California, will continue the subject at the March meeting. He will discuss (1) How to train the new employee and (2) How to supervise.

Both meetings will be held in the Assembly Room of the San Francisco Public Library. There will be no charge.

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WORK SIMPLIFICATION COURSE FOR LIBRARIANS

A University of California Extension Course, for those who wish to study and apply work simplification methods to their job activities, will be offered this spring by Professor Louis E. Davis, of the College of Engineering.

The course was first announced at the conclusion of the Library Workshop sponsored last December by the U.C. School of Librarianship Alumni Association. At the afternoon Work Simplification Clinic, Prof. Davis explained the flow process chart and procedure analysis and led the discussion of how to apply them to library situations.

The course will offer San Francisco-Bay Region SLA'ers an opportunity to pioneer in the application of W/S techniques to library procedures. Laboratory work will be devoted entirely to library problems if the entire enrollment (limited to 21) is made up of librarians. If you have not already enrolled, you will want to do so at once, before general announcement of the course is made.

"Office Systems and Methods Analysis," U.C.Extension Course 403 ABC, will be given on the Berkeley campus, Engineering Bldg. Room B-5, beginning Tues. Feb. 27 from 7:00 to 10:00 p.m. and each Tuesday eve. thereafter for fifteen weeks. Three units of graduate credit will be allowed. Course fee is $27. For more information and advance registration, get in touch immediately with Mrs. Margaret D. Uridge, Interlibrary Service Dept., University of California, AShberry 3-6000

*

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CLASSES OF SLA MEMBERSHIP

A questionnaire on the recommended membership changes in the SLA constitution will reach you within a few days. Your President asks your cooperation in filling out the questionnaire and returning it to her at once. The Constitution and By-Laws Committee is eager to have Chapters' opinions on the changes by January 15, and a questionnaire seemed the most practical way to get them from our own membership. Please take advantage of this opportunity to express your opinion on the important matter of SLA membership.

*

NEWS & NOTES FROM HERE & THERE

The Duplicate Exchange Committee receives lists from libraries outside our own chapter. The Committee will be glad to place any interested members on the mailing list for circulation of these lists. If you would like to see them, call ELIZABETH NUTTING, Shell Development Co., Emeryville, OLympic 3-2100, Ext. 526, within the next week.

*

We have western representation on the roster of National SLA officer nominees this year. ISABELLA FROST, Mgr. of Lansing Library Service, Oakland, has been nominated for Director of the Association.

*

"A List of Services and a List of Periodicals in Special Libraries in the Chicago Area" is now ready for delivery. This publication lists holdings of 90 cooperating libraries in the Illinois Chapter of SLA. It may be ordered, at $3.00 per copy, from: Miss Annie Orfanos, Secretary-Treasurer, Illinois Chapter SLA; Northern Illinois College of Optometry; 42 Place & Drexel Blvd.; Chicago 15, Illinois.

*

Did you see "Today's Librarian Leads a Lively Life" in the November 1950 Glamour magazine? It is an attractive article on careers in special and general libraries. Reprints are available from Mrs.Stebbins at Headquarters.

*

JESSICA M. FREDERICKS has just retired as head of the S.F. Public Library Music Department. She has been at the library since 1915, building up its music collection and increasing its services. She plans to spend some time in Mexico. Acting head of the Music Dept. is HELENE NAGEL.

*

You might like to see "A Bibliography: Pension and Profit-Sharing Plans" in Bankers Monthly, November 1950, page 48. This annotated biblio. was prepared by the Financial Division of SLA.

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San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

S. L. A. ARCHIVES

Vol. 21, No. 5 February 1951

JOB RELATIONS FOR THE SPECIAL LIBRARY

February 15 and March 21, 1951

"Job Relations in the Special Library" will be the subject of this year's Methods Meetings, which will take the place of the regular Chapter meetings in February and March. They will be held in the Assembly Room of the San Francisco Public Library.

The first Methods Meeting will be held on Thursday, February 15, at 7:00 p.m. Mr. Abbott Roberts, Personnel Director of the San Francisco branch of Owens-Illinois Glass Company will speak on the selection and testing of job applicants and on getting along with one's boss. Mr. Roberts served, during World War II, with the Training Within Industry Section of the War Manpower Commission and later was Personnel Consultant with the United Nations at Lake Success. He is a recognized authority in his field.

You need not make reservations for this meeting and there is no charge. Do plan to come! Remember the details:

When: February 15, 1951; 7:00-9:00 p.m.
Where: S.F. Public Library, Assembly Room

*

SLA CONSTITUTION

The opinions of members regarding proposed changes in the SLA Constitution were revealed at an open Executive Board meeting at Golden Gate College on January 25. Using the questionnaire mailed to members in January, Berna Carlson compiled answers and listed comments and suggestions in an eleven-page summary. This was used as the basis of the President's report to the Constitutional Revisions Committee.

The majority of Chapter members approve the seven types of membership but object to the terms "senior" and "junior." A great majority prefer that the gavel be awarded for best Chapter project rather than membership increases. Most felt the proposed changes should affect the entire membership. It was generally agreed at the meeting that this year's proposed changes are more acceptable than those previously offered by the Committee.

*

EDITOR: Elizabeth Williams

ASSISTANT ED: Marylyn Yearin

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JANUARY MEETING AT THE BAR ASSOCIATION

Chapter members met on January 17 for a buffet dinner in the lounge of the Bar Association in Mills Tower. Mr. Brooks Darlington, of Brooks Darlington and Associates, San Francisco public relations counselors, spoke on "Public Relations and Special Libraries." This talk was so worthwhile that we're including a somewhat condensed version on pp. 3-5 of this Bulletin.

After the general meeting, members were invited to visit the San Francisco Law Library, whose operations were explained by Mr. Everson, Acting Librarian.

*

COURSE IN LIBRARY WORK SIMPLIFICATION

You may still register for the W/S course announced in the January Bulletin. The course offers a unique opportunity to apply W/S techniques to your own library procedures. All enrollees to date are librarians.

"Office Systems and Methods Analysis," Univ. of Calif. Extension Course 403 ABC (3 units of graduate credit) will be held on the Berkeley campus, Engineering Building Room B-5 on Tuesday evenings, beginning Feb. 27, from 7:00 to 9:00 p.m. for 15 weeks. Instructor is Prof. Louis E. Davis, U.C. College of Engineering. Course fee $27.00. To register, call Mrs. Uridge (U.C. Inter-Library Service Dept., AShberry 3-6000) before February 20.

*

PUBLIC RELATIONS AND SPECIAL LIBRARIES

by Brooks Darlington

Before we can discuss "public relations" we must try to agree on what the term means, so we'll be talking about the same thing. But even public relations practitioners haven't been able to agree on a single, all-inclusive definition. I have a friend who has been a successful PR counselor for twenty years. Whenever his wife is asked how her husband makes his living she says, "I haven't the faintest idea--but I'm sure it's honest!"

In a dictatorship, public goodwill is a very minor factor. But under our system, when you lose public confidence and support you are out of business. Since public opinion is such an all-powerful force, every organization must maintain good relations with those whose attitudes are important to its success and survival. This applies to business corporations, government agencies, schools, colleges, churches, clubs, associations, entire professions or service units--such as special libraries.

In the literal sense, PR is simply relations with the public. You cannot choose whether you have public relations or not--you can only choose whether these relations will be good, bad or indifferent. Public relations is a basic philosophy. There must be a genuine desire to deserve public favor; a sincere effort to eliminate things that may cause ill will and do the things that promote confidence in what we represent. Good public relations consists of 90% doing (meriting approval) and 10% talking about it (winning approval).

Sometimes public relations is erroneously used as a "fancy-pants" name for publicity, press-agentry or propaganda. These are communications tools but in themselves do not create understanding of your organization or service. Here is an illustration of the distinction between publicity and public relations:

1. The motion picture industry is almost diabolically skilled in the arts of publicity. But who would say that Hollywood has good public relations and the American people approval and accept the moral standards, business ethics and general way of life that Hollywood represents?

2. Our airlines often suffer from extremely adverse publicity, resulting from spectacular crashes. Yet public confidence in the airlines and in flying as a means of transportation keeps mounting. The airlines provide efficient service with courtesy; they make the public feel their patronage is wanted. Their relations with the public are based on performance, not publicity.

How you get along in almost any activity depends upon what your particular public knows and thinks about you. This public attitude is formulated from everything you do and say: how you conduct your business, how you treat people generally, how you get your story across to those whose opinions are important to you. Every member of your organization helps maintain public relations. This leads to the old but always valid cliche, "Public relations begins at home." If your internal situation is not good, if your own people and those closest to you don't think well of you, if you don't actually deserve the good opinion

of others, you can't expect sympathy and acclaim from outsiders. Your problem is to:

1. Make sure your internal situation is sound and your performance up to par so you have a good story to tell

2. Discover who your important publics are

3. Make sure your publics know a good deal about your operation and think well of it.

The first step is to research your operation. What is the nature of the product or service offered? Is a company in business solely to make money or does it aim also at serving society? Does a dairy farm sell milk or good health? Is a library in business to circulate books and magazines, or is that just a means to an end rather than the end itself?

I believe your bid for understanding and support could be made by presenting the special library in these lights:

1. As a segment of our educational system, dedicated to the "increase and diffusion of knowledge among men." Whether you work with students, scientists or business executives, you can help advance human understanding and promote human welfare.

2. As a research tool. By developing accurate information, directing people to sources of reliable information and encouraging the dissemination of knowledge, you help make business better understood and more useful and help promote progress in technology and the social sciences.

3. As a public relations instrument for your sponsor and for business enterprise.

If you succeed in presenting your operation so it is identified with public interest, you transcend the purely selfish interest you have in it. It is good PR to interpret your activity in terms of the great goals of the human race--such as the urge for security, desire for advancement, the need to be well thought of by fellow men--rather than what it will mean to you if your budget is increased.

The second step is to determine who constitutes your public. This is not just your Board of Directors and the executives of your firm who use the library. There are the families and friends of your immediate "customers" and the people they influence when they talk about you. What about your own family and friends? Are the impressions you give them about the value of all libraries and the virtues of your particular library always just what you want them to be? What about the people who don't use your library facilities? Perhaps there is a great public that you have scarcely begun to reach or influence favorably.

The third step in this process of self-analysis is an assessment of your overall performance--what you do and how you do it. Factors that determine the acceptance of your service include:

1. You and your personnel. Your appearance; work habits; attitudes;

personal traits; manner of dealing with others on the phone, by correspondence or face-to-face contact

2. Services actually performed--as measured against what is expected or could be offered. This includes the initiative, energy and imagination with which you conduct your operation and the spirit with which your service is performed. Is it outgoing, friendly and appropriately informal? Or is it inhibited by excessive routine, protocol and red tape?

3. Your physical setup. Suitability of your quarters; how equipped and maintained; general atmosphere. Is it foredoomed that libraries must have hard seats, poor acoustics, drab colors, poor lighting, fickle ventilation and a general atmosphere that both looks and smells institutional?

4. The scope of your service. Is it static or dynamic? Some libraries do the same thing the same way, year after year. Others keep abreast of newer methods of transmitting information: displays, exhibits and other graphics; visual and audio-visual aids; talks, lectures, seminars, conferences; recorded information, etc. Progressive libraries use imagination and showmanship to dramatize what the library offers on current topics such as manpower mobilization, the atom, developments overseas or the newest things in the industry they serve.

5. The techniques by which you publicize your services and encourage their use. Publicity in newspapers, internal publications and other media; bulletin boards; lists of new accessions; digests, reviews and special roundups sent by mail; memos, phone calls or visits to key individuals transmitting material of interest to them such as clippings, photostats or other reproductions; discussion groups and other special events.

If you are failing to utilize the media at your disposal, you are probably failing to attract the potential patronage that will make your library of maximum usefulness to whoever pays the bills. The "telling your story" phase of PR is simply a matter of good business management. It is an investment that helps realize adequate returns upon the investment in library facilities and personnel.

Remember that progress is being made outside the library on new methods of transmitting information. Documentary films, training courses and television are examples of developments that may compete with libraries for financial support and public attention. Zenith Radio has a long-playing record that carries an entire condensed volume. People too lazy to read--or unaccustomed to those hard library seats--can listen to a book. Such technological developments could render special library services obsolescent--unless you have good public relations so people know there is no substitute for special library service.

- MGY

*

(This talk was presented at the January 1950 meeting of the San Francisco-Bay Region Chapter of the Special Libraries Association.)

MEMBERS IN THE NEWS

With this issue we are happy to welcome five new members to our Chapter. Mrs.ANNA BRIGGS is Ln. at Station KCBS, Palace Hotel, San Francisco; Mrs.SALLY COOK is Ln. at Bethlehem Pacific Coast Steel Corporation; HARRIET DE HOOG is on the staff at the State Dept. of Public Health; Miss JUNE L. KNAUSS is Ass't.Ln. at Shell Development in Emeryville; Miss ELSIE M. PETTERSEN is Ln., Operating Dept., Southern Pacific Co.

*

Wedding bells rang out recently for JOYCE STEVENSON, of the Univ. of Calif. Library Loan Dept. She is now Mrs. PYLE.

*

EDWIN T. COMAN, JR. has accepted the position of Ln. at the Univ. of Calif. campus at Riverside. He will be in charge of a four-million-dollar library soon to be built. The new Ln. of the Stanford Graduate School of Business, replacing Mr. Coman, is Mr. LEVERN W. CUTLER who was formerly Ln. of the Stanford Research Institute.

*

CHAPTER NOMINATIONS

MARY KATHLEEN MOORE, Ln. KNBC, has been appointed Chairman of the Nominating Committee. PHYLLIS ANDERSON and MARGARET URIDGE will serve on the committee. Your suggestions for candidates for Chapter Officers for 1951/52 are welcome. Call Miss Moore at GRayston 4-8700.

*

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S. L. A. ARCHIVES

San Francisco
Bay Region
Chapter Bulletin
• Special Libraries Assn.

Vol. 21, No. 6 March 1951

JOB RELATIONS FOR THE SPECIAL LIBRARY (CONT.)
Wednesday, March 21, 1951

The second of this year's two Methods Meetings on "Job Relations in the Special Library" will be held March 21 at 7:00 p.m. The Assembly Room of the San Francisco Public Library will again be the meeting place.

Mr. Ralph R. Canter, Instructor in psychology at the University of California, will speak on how to train new employees and how to supervise. An open discussion will follow his talk.

No reservations need be made for this meeting and there is no charge. Remember the details:

When: March 21, 1951 from 7:00 to 9:00 p.m.
Where: S.F. Public Library, Assembly Room

*

SPRING CHAPTER MEETINGS

Your Program Committee under Chairman Alba Eldredge has some interesting meetings planned for the coming months. Here's a quick preview of what's in store:

On April 18 we will meet in Oakland for dinner and a visit to the brand-new Oakland Public Library.

In May we will be guests at a cocktail party to be given by Stacey's. This will be followed by a dinner meeting which will feature National Convention plans (see page 4 of this issue).

*

FIRST METHODS MEETING

The first of the two-meeting series of 1951 Methods Meetings on "Job Relations in the Special Library" was held on February 15 at the San Francisco Public Library. Ruth Wingfield, Chairman of the Methods Committee, introduced Mr. Abbott Roberts, Personnel Director of the San Francisco branch of Owens-Illinois Glass Company. In his talk, Mr. Roberts presented practical information on the dual subject of selection and testing of job applicants and how to get along with one's boss. Later, the audience was divided into six informal discussion groups and each group submitted one question to Mr. Roberts. Here is a summary of Mr. Robert's talk:

Selection and Testing of Applicants

The interview is the key to employee selection. Applicants for important positions should be interviewed by at least three people. Even in choosing employees for minor jobs, the executive should check his conclusions with those of the Personnel Manager who did the basic screening.

There are several things to look for during the interview. The candidate's marital status is important; unhappiness and frustration in his personal life will unavoidably carry over into his work. Insight into the person's previous work record can be gained by such inquiries as: how long did he stay on jobs? which did he prefer? which supervisors did he like, which dislike and why? The executive should attempt to find out--an extremely difficult task--whether the individual has both the ability and the desire to do the work. In addition to appraising his qualifications, the interviewer must determine whether the applicant will fit in with the work group. This is especially important for the smaller staffs typical of special libraries. Are their family backgrounds similar enough to make them congenial? This can be inquired into casually and inoffensively. Determining their probable relationship to the work group will help avoid potential "sour apples." It is a good idea to interview applicants on subsequent days; appearance and manner may differ startlingly.

Tests are often used in conjunction with the interview as a means of employee selection. Mental alertness and adequate intelligence are very important in job placement, but it is almost impossible to judge IQ without tests. Interest tests and personality tests are occasionally used with some success. Clerical tests are important for certain job classifications. Although the applicant's qualifications and skills are important, the interviewer should not lose sight of the importance of his personality and adjustment.

Before making a final decision, it is wise to check one's impressions with what others think of the candidate. The school record, previous employers and other references may be consulted. In filling important positions, it is better to call on former employers personally, when possible, than to write or telephone references.

Although these are all aids to employee selection, no perfect method has yet been devised--and probably never will be.

(more on next page)

Getting Along With the Boss

Most of us learn to get along with our superiors through trial and error. A more objective study of the boss will help us mobilize our efforts to parallel his.

A recent Harvard study revealed the following traits are typical of successful executives:

1. Has a strong desire to achieve and is stimulated by tasks well done
2. Identifies himself with his superiors and welcomes their guidance
3. Has broken emotional ties with his parents
4. Strongest drives are for achievement, material rewards and social prestige, and usually in that order
5. Has organizational ability
6. Is decisive and firm in his convictions
7. Is realistic and characterized by productive mental and physical energy and by aggression

An understanding of these traits will enable one to pattern his efforts so the boss will better appreciate his contribution to the business. Everyone can study his boss and find out what is most important to him. Then, like the salesman, he can approach the boss in terms of his own interests and benefit. The boss is, after all, just another human being.

*

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MRS. OWENS NOW BANK OFFICER

Mrs. Elizabeth Owens, SLA International President, recently received another honor when she was appointed an officer of the Mercantile-Commerce Bank and Trust Company in St. Louis. She has been Librarian there since 1942, and will continue as Librarian but will have full officer status. An account of her appointment, biographical sketch and photograph appeared in Mercantile-Commerce News, January 22, 1951, the house organ of the bank.

In reply to Berna Carlson's letter of congratulations, Mrs. Owens wrote: "I am very happy about the promotion myself, not only for my own sake but for the library profession as a whole, as I have been told that this is the first time that a librarian has been made a member of the official family of an industrial concern.

"I am still thinking about the wonderful time I had when I was a guest of your chapter. It certainly was one of the high spots of my presidential year. June and the St. Paul convention are just around the corner, and I hope I will have the pleasure of seeing many of you at that time."

*

NATIONAL CONVENTION IN ST. PAUL

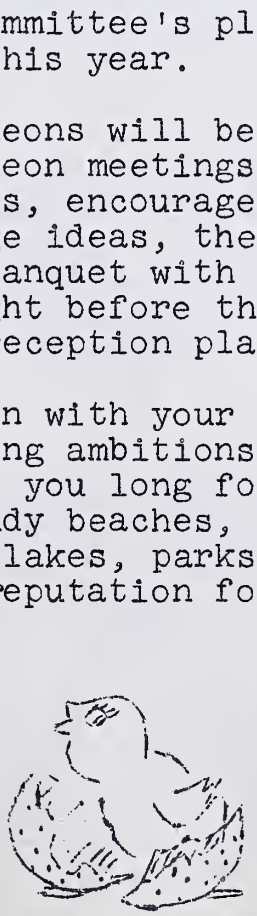
The "Land of Sky-Blue Waters" beckons you--to the 1951 Special Libraries Association convention to be held June 18-21 in St. Paul, Minnesota. The Convention Committee's plans are taking shape. Several new ideas will be tried out this year.

Communal breakfasts and luncheons will be held instead of costly and confusing breakfast and luncheon meetings held in different places. This plan will reduce expenses, encourage informality, allow people to get acquainted and exchange ideas, the Committee feels. A smorgasbord will replace the usual banquet with speeches. Delegates who arrive in St. Paul Sunday night before the official opening of the convention are invited to a reception planned for them.

Why not combine the convention with your vacation this year? Such a prospect should revive flagging ambitions, rebuild tired bodies and refresh weary minds. Whether you long for secluded fishing nooks, golf courses, open water, sandy beaches, shady rest spots, Minnesota offers all. With its 11,000 lakes, parks, rivers and recreational facilities, Minnesota has a reputation for being a summer haven.

Will we be seeing you there?

HAPPY



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PEOPLE IN THE NEWS

DORIS LANCTOT has been appointed Librarian to organize the new special library for Bechtel Corporation in San Francisco. She is resigning her position at the Pacific Gas & Electric Co. Library. MARJORIE DEANER is leaving the Mechanics Institute Library to join the staff at PG&E.

*

Watch for the article in the April 1951 Special Libraries, "Re-Tooling Is the Byword in Western Libraries" by MARYLYN YEARIN, on the staff at Lansing Library Service. It gives a reporter's view of how Pacific Coast libraries serving business and industry are meeting the problems of the west's great industrial growth and the special information needs of business operating in an "emergency", controlled economy.

*

HARRIET COLLOPY, Ln., has moved the Business Branch of the San Francisco Public Library to Room 1129 of the Russ Building. The new quarters have been redecorated, have improved lighting and a view.

*

"Bay Area Special Libraries" was the subject of a talk last week by MARGARET URIDGE, Head of the U.C. Interlibrary Loan Dept. to the Special Libraries class at Cal. She outlined the various subject fields of special library service and briefly described local libraries in each field. Class members are attending our chapter Methods Meetings as a special assignment--and report it a profitable one.

*

Miss Margaret Hatch
Pacific Coast Head Office
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San Francisco 20, Calif.

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

S. L. A. ARCHIVES

Vol. 21, No. 7

April 1951

OPL
Thursday, April 19, 1951

Highlight of the Chapter's April meeting will be a visit to the brand-new Oakland Public Library, which was dedicated just last December. Dr. Peter T. Conmy, Librarian, will conduct members on a tour of the library. A dinner meeting at the Chimes Coffee Shop, across the street from OPL, will precede the visit.

When: April 19, 1951, 6:30 p.m.

Where: Chimes Coffee Shop, 128 - 14th St., Oakland

How much: Dinner $2.25 including tax and tip

Reservations: Telephone by Monday, April 16 -
S.F.-Mary Lew Waller, Standard Oil,
SUtter 1-7700
East Bay-Jewell Crowell, OPL, HIgate 4-8272

Transportation: From San Francisco, take the "A" train to 12th & Oak (the end of the line) then walk two blocks north

*

MAY MEETING

Tuck this in your datebook! A cocktail party at Stacey's on Friday, May 18 at 6:00 p.m. This will be followed by a dinner meeting and probably a guest speaker. Read your Bulletin for further details next month!

*

EDITOR- Elizabeth Williams

ASSISTANT ED. Marylyn Yearin

METHODS MEETING WINDUP

The spring methods series, "Job Relations for the Special Library" concluded with a talk by Dr. Ralph R. Canter of the Department of Psychology, University of California, last month. Dr. Canter served during the war as a Naval officer and later was psychologist for an insurance company. A summary of his enlightening discussion of training and supervision of employees follows.

Training methods, procedures and techniques

An employee's training begins with his hiring and ends with his separation from the company. It should always be guided by the answers to three questions: what must the individual be able to do? what must he know? what must he feel? In other words, the trainer must bear in mind constantly the employee's abilities, the knowledge requisite to the job and his attitudes.

At the time of hiring the supervisor can do a great deal to insure the employee's proper training. Certain attitudes, points of view and instructions can be inculcated at this point that would be difficult to put across later. You can establish an understanding by telling the employee at the outset that you will tell him about any mistakes he makes and let him know how things are going.

Through orientation and induction the employee learns the purpose of the library, its place in the organization and the importance of its operation. He meets his co-workers. It helps him to observe the total operation of the library for a day or two, to see the tempo and attitude toward patrons. This will give him a motivation and enthusiasm for the job and convince him that learning it thoroughly will benefit him personally.

It is of primary importance that the trainer analyse the job into its component parts, starting with major duties and working down to details. Psychology has established certain principles of instruction. Learning by wholes is more efficient for adults than learning by parts. The learning periods should be spaced. Not only practice, but overlearning a job is important. It is vital to stress correct performance from the start; let no errors slip past. Encourage, and accept blame yourself for not having instructed clearly. Taper the training off gradually to the point of customary supervision. Always allow for individual differences.

Retraining is necessary as an employee lapses into poor or inadequate work habits. At periodic conferences you can discuss each phase of the job and explore new ideas.

Supervisory practice

The supervisor should have a real insterest in people. If this trait is not already present, one can develop it by observing the individual differences, especially at the habit level, which indicate the psychological makeup. A leader should have a detailed knowledge of the people responsible to him--their attitudes, obstacles, strengths, etc. With this understanding, he can give individualized supervision, fitting policy to the individual and assigning tasks according to ability,

(More on next page)

interest, knowledge and drive. He is careful to give credit to those who deserve it. Continual supervision and instruction should aim at upgrading the employee, encouraging him to develop his highest abilities.

Recent research at the Survey Research Center at the University of Michigan revealed the activities that characterize high-production, high-morale supervisors. The findings indicate that successful leaders apply the principles mentioned above. They are "employee-centered." They spend little time in production work themselves. They are genuinely interested in their employees and strive always to create employee initiative; this leads to employees' assuming responsibility and enjoying increased job satisfaction. The high-production supervisor knows the job, explains it clearly to the employee and is always receptive to constructive suggestion. He feels competent and secure in his own job and instills a like feeling of security in his workers.

As you would expect, the attitudes and work habits of the low-production, low-morale supervisor are counter to those of the high-production men. The ineffective supervisors are "work-centered" rather than "employee-centered." They spend much time in production. They tend to be authoritarian toward their employees and discourage suggestions. They lack a sense of job security.

If you are interested in further study of supervision, R. W. Husband in his Applied Psychology (revised edition, N.Y., Harper, 1949, pp. 397-400) treats in detail the characteristics of the good supervisory leader.

*

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STUDENT LOAN FUND

Today more than ever, special libraries need well trained personnel. Through its Student Loan Fund, the Special Libraries Association can help members who are eager to increase their knowledge and usefulness through further study.

Loans are available for one year's study. The amount of the grant is based on the current tuition rate at the school which the applicant will attend. Requirements for eligibility are: membership in SLA for at least one year prior to application and throughout duration of the loan; admission to a school at the University level; endorsement by the applicant's local Chapter president.

For more information, consult your Chapter president or write to the Chairman of the Student Loan Fund Committee--Margaret R. Sagers, Ln., Pure Oil Co. Central Library, 35 E. Wacker Drive, Chicago 1, Illinois.

*

ASSOCIATION DUES

SLA is faced with the serious problem of rising costs. Some of these are: need for larger allotments to Divisions; increased administrative costs; increased cost of supplies, labor and printing; increased demands on Headquarters. After considering suggestions made by the Committee on Constitution and By-Laws and the Advisory Council, the Executive Board at its March 3, 1951 meeting recommended the following new scale of dues:

Life	- $250	Active	- $10
Sustaining	- 50	Associate	- 5
Institutional	- 30	Student	- 2

This new scale of dues will be submitted to all voting members, for their approval, at the next annual meeting to be held June 21, 1951 in St. Paul, Minnesota. If approved, it will become effective as of January 1, 1952.

*

IN MEMORIAM

Miss Ava Allison Brown, who was head librarian of the Oakland Tribune for the past seventeen years, passed away on March 25, following an automobile accident near Tracy. Services were held in Fresno.

Miss Brown was hostess to the Chapter at our October 1950 meeting, when we visited the new quarters of her efficient library in the Tribune Tower.

SEE MINNESOTA THIS JUNE!

Planning to attend the national convention in St. Paul next June, and take a vacation in the "land of 10,000 lakes" while you're there? The helpful Minnesota Chapter Publicity Committee has sent your editor several sets of travel folders and other information on the state and its vacation opportunities. Phone or write--we'll send you copies!

If you want to "read up" on the subject, here's a short bibliography they suggest:

Minnesota; A State Guide. Federal writers' project, 1947. 523 p.
Pine, Stream and Prairie. by James Gray. N.Y., Knopf, 1945. 312 p.
The Minnesota Arrowhead Country. Writer's program, 1941. 231 p.
Embattled Twins. Holiday, Feb. 1951, p. 34-.
Minnesota Makes Ideas Pay. Nat'l. Geographic, Sept. 1949, p. 291-.
Land of the Sky Blue Water. Audubon magazine, May 1949, p. 162-.
Cities of America. Satevepost, April 3, 1948, p. 22-.

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PEOPLE IN THE NEWS

The chapter welcomes three new members this month:

Mrs.HERTHA BENGTSON.
Apartment 4
634 Homer Ave.
Palo Alto

Mrs.JESSIE C. LARSEN,Ln.
Mutual Telephone Co.
P.O. Box 2200
Honolulu 5, T.H.

Mrs.VIRGINIA WEEMS,Ln
Guy F.Atkinson Co.
101 West Orange Ave.
South San Francisco

*

ALMA I. COURTER is now employed as Assistant in the Reference Dept. at Mechanics Institute Library.

*

GERTRUDE SEARBY, Ln. U.S. Bureau of Foreign and Domestic Commerce has moved to new quarters along with the rest of the regional office of the Dept. of Commerce. She is now on the third floor of the Flood Bldg., Market & Powell Sts. Address is 870 Market, Room 315 and telephone is YUkon 6-3550.

*

DORIS LANCTOT is visiting several local special libraries, gathering tips and ideas to help her in setting up the new library for Bechtel Corporation. So far she has toured the Standard Oil and World Affairs libraries and Lansing Library Service.

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ADAMS
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Mrs. Agnes Reinero
Pacific Gas & Electric Co.
245 Market St.
San Francisco 6, Calif.

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 21, No. 8 May 1951

MAY MEETING
Friday, May 18, 1951

Our May Chapter meeting promises both variety and interest. First there will be a cocktail party in Stacey's modern book shop. Then we will meet for dinner at Marconi's. Guest speaker following dinner will be Miss Grade Iigima. Miss Iigima is a graduate of the Columbia Library School. After the last war she spent 2½ years in Tokyo, serving in the ASCAP Civil Information and Education Information Center. She has been in this country for some time and is now returning to Tokyo.

Here are the details of the meeting:

When:	Friday, May 18, 1951 Cocktail party at 6:00 p.m. Dinner at 7:30 p.m.
Where:	Cocktail party at Stacey's, 551 Market St., S.F. Dinner at Marconi's, 241 Pine St., San Francisco
How Much:	Dinner $2.50, including tax and tip
Reservations:	Telephone by Tuesday, May 15 - S.F.--Mary Lew Waller, Standard Oil, SUtter 1-7700 E.Bay--Jewell Crowell, OPL, HIgate 4-8272

*

JUNE MEETING

The final meeting of the year will be held on June 28. Thelma Hoffman, who will represent President Berna Carlson at the Convention in St. Paul, will return to S.F. just in time to give us a report at this meeting.

*

Editor: MRS. ELIZABETH WILLIAMS

Assistant
Editor: MRS. MARYLYN YEARIN

APRIL MEETING AT OPL

On April 19, the Chapter met in Oakland for dinner at the Chimes Coffee Shop and a tour of the Oakland Public Library, Main Branch, on Fourteenth Street. Dr. Peter T. Conmy, Librarian, explained the architectural features of the new building and conducted the tour.

The Toledo Plan was followed in designing the library. The stacks go up the center of the structure. Various reading rooms, each devoted to a special subject group, such as Science and Technology, are arranged around this core, with ready access to the stacks.

Among the interesting features is the Music Room on the second floor. This mecca for East Bay music lovers contains books on music, musical scores and phonograph records. Piano and record players are available in small rooms. The Art Room contains displays of prints that are changed frequently. The Young People's Room is informally furnished with several colorful, upholstered chairs, divan and card tables set up for chess and other games. A chess match was in progress when the group visited this room.

The tour concluded with a peek behind the scenes at the Order and Catalog Departments. All who attended felt their footwork was amply rewarded by the opportunity to see this modern, progressive library.

*

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NATIONAL NEWS

WELCOME, COLORADO CHAPTER!

On April 26, in Denver, the new Colorado Chapter was initiated into the Special Libraries Association. Mrs. Owens assisted at the initiation. This is the 26th Chapter of the Association. There are 39 charter members, headed by the President, Miss Melbourne Davidson, Ln. State Department of Public Welfare, Denver. Bee Carlson sent our best wishes and congratulations to Miss Davidson and the Colorado Chapter

MORE DUES

The proposed new SLA dues schedule (see your April Bulletin, page 4, and the enclosure with your national ballot) will be discussed at Convention next June. Thelma Hoffman, who will be our official representative, would like to have a concensus of Chapter opinion on this question before she leaves for St. Paul. Please notify either Thelma or Bee Carlson of your opinion on the suggested dues schedule.

ALMA MITCHILL HONORED

Miss Alma C. Mitchill, who is retiring as Editor of Special Libraries after serving in this capacity for ten years, was presented with a Life Membership by the New Jersey Chapter.

MEMBERSHIP QUALIFICATIONS

Miss Ruth Savord, Chairman of the Constitution and By-Laws Committee, has recommended that no changes in qualification for SLA membership should be voted on at the St. Paul Convention. Instead, she suggested at the Executive Board and Advisory Council meeting in New York last March, that each Chapter should consider seriously what we mean by "professional experience", "experience" and "education" and send her the definitions.

NATIONAL PLACEMENT POLICY

A Placement Policy Roundtable will be held the morning of June 18 at the St. Paul Convention, for the first time. The purpose of this open meeting will be to discuss Chapter placement problems. National officers are anxious to have Employment Committee Chairmen and Chapter Representatives discuss their problems with Mrs. Stebbins and the National Placement Committee, which has been making a study of placement.

DON'T FORGET TO VOTE!

Have you voted yet? Remember your ballot for National officers must reach Headquarters in New York by May 21. Again we have an opportunity to assure West Coast representation in SLA; one of the nominees for Director of the Association is Isabella Frost, Manager of Lansing Library Service, Oakland.

*

CHAPTER NEWS

MORE SUFFRAGE

MARY KATHLEEN MOORE, Chmn., PHILLIS ANDERSON and MARGARET URIDGE, your Nominating Committee, are hard at work drawing up a slate of officers for the Chapter, 1951-52. These will be announced at the May meeting. Ballots will be mailed to individual members shortly afterward.

AIRBORNE SLA'ERS

MARGARET MacKELLAR is leaving the Anglo-California Bank, where she has been Ln., for an overseas assignment with the U.S. Dept. of State. Oh May 8 she is flying to Washington D.C. for four-to-six weeks' special training. From there she will fly direct to Karachi,Pakistan, where she will be Ass't. Ln. in the U.S. State Department Information Library. Good luck to you, Margaret! We'll be looking forward to hearing from you.

* * *

BETTY ROTH (Standard Oil) flew east on April 27, for a three weeks' vacation in New York and other eastern cities.

* * *

ALBA ELDREDGE (U.C. Dental Library) and ALLEEN THOMPSON (Ln., Calif. State Dept. of Public Health Library) flew south to attend the joint meeting of the Medical Library Groups of Southern California and the Bay Area, in Los Angeles on April 22-23. Alleen was one of a four-member panel that discussed "Book Buying and Book Selection in Relation to Services of Various Types of Medical Libraries."

CONVENTIONEERS

We understand these local Chapter members are planning to attend the St. Paul Convention in June. Know of any others? ISABELLA FROST, MARGARET HATCH, THELMA HOFFMAN, EUGENIA IRONSIDE, GWENDOLYN LLOYD, MARGARET ROCQ.

We're pleased to welcome five new Chapter members this month:

SISTER M. BRENDAN, C.S.C.
Ln. School of Nursing Library
Holy Cross Hospital
Salt Lake City, Utah

MRS. ALICE W. DUFFY
Chief Ln. Vets.Admin.Regional Off
49 - 4th St.
San Francisco 3

MRS CATHERINE J. JONES
Standard Oil Co. of Calif. Lib.
225 Bush St., S.F. 20

MRS. CAROLYN C. MOHR
Hopkins Transportation Library
Stanford University

MRS. JUNE NABOISEK
Ln., Armstrong College
Berkeley

*

WARREN A. LUSSKY, formerly Ln. Hopkins Transportation Library at Stanford is now Ln. of Rocky Mountain College in Billings, Montana.

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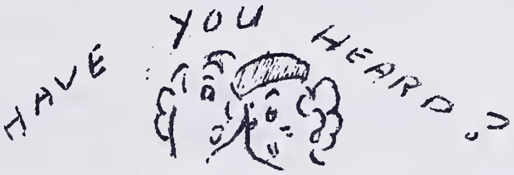
HAVE YOU HEARD?

PATRICIA GOLTON, on the staff at Giannini Library at U.C., recently compiled a 12-page bibliography on the current agricultural price support programs and the Brannan plan. It's available from the Calif. Agricultural Experiment Station.

*

MRS. LEAH R. FRISBY, formerly Chief Ln. Letterman Army Hospital, is now Warehousing Ln. at the Library Depot, Hq. Sixth Army, Presidio.

*

MARGARET URIDGE (Inter-Library Service Dept., U.C.) attended a 2-day meeting of the ACRL Committee on Interlibrary Loans in Corvallis, Ore. April 27-28. Evidence of growing interest in work simplification for libraries was the Committee's approval of an interlibrary loan multiple-carbon unit-request form and standardized label. Use of this form and a simplified procedure for handling inter-library loans are being considered by many eastern libraries as well as on the west coast. Samples of the Interlibrary Loan Request form may be obtained from Peg Uridge.

*

The Metropolitan Life Insurance Co. Library (MARGARET HATCH, Ln.) is the subject of a feature article in the March 1951 Pacific Coaster, the company employees' magazine. "The Pacific Coaster Visits the Business Library" tells the history and varied services of the library. This employee magazine regularly lists new recreational books and is planning to publish occasional subject lists of business books available from the library.

*

MARY JANE PERKINS is now Chief Ln. at Camp Roberts where she is establishing a library system. Her successor as Oakland Army Base Post Ln. is MARCIA KILLIPS, formerly Ass't. Ln. at Letterman Army Hospital.

*

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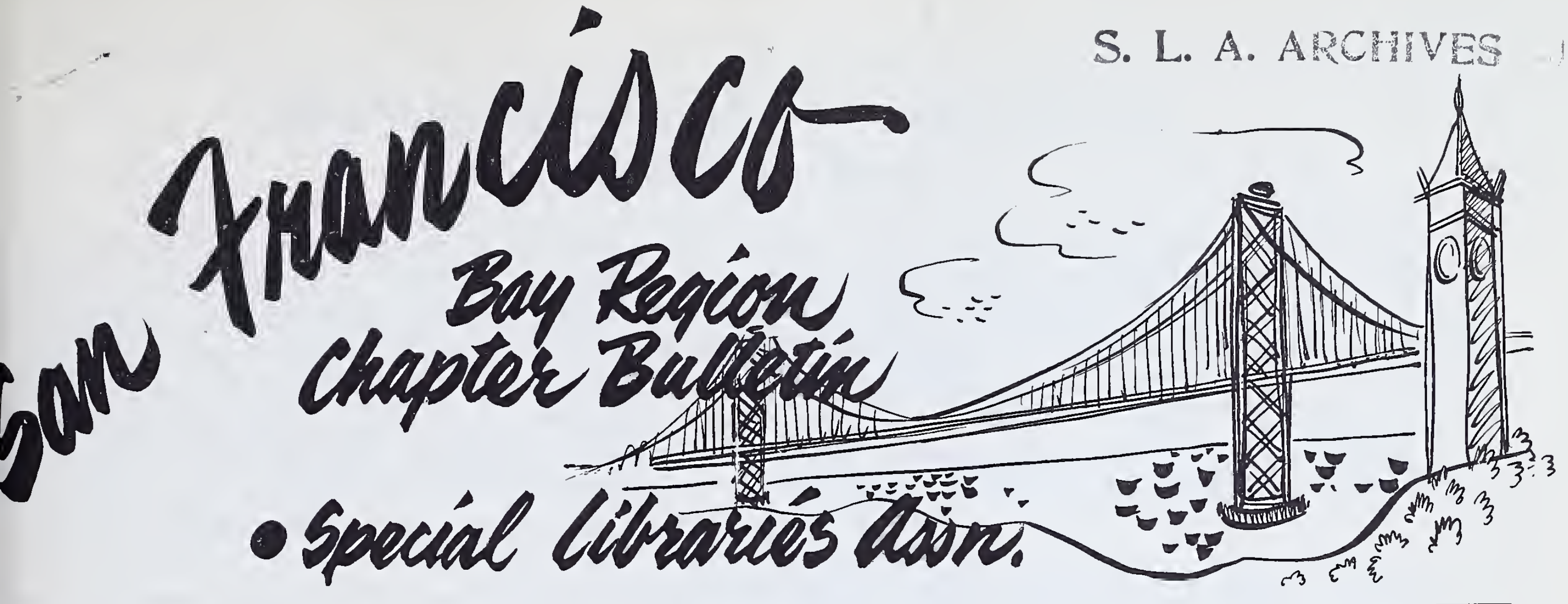

Vol. 21, No. 9 June 1951

DINNER AT S.F. BAR ASSOCIATION LOUNGE

Thursday, June 28, 1951

Our final meeting this spring will be a buffet dinner in the Lounge. of the San Francisco Bar Association, where we met last January. Thelma Hoffman will report on the St. Paul National Convention. New officers for 1951-52 will be installed.

When:	Thursday, June 28, 1951 Cocktails from 5:15 p.m.; Dinner from 6:00 p.m.
Where:	San Francisco Bar Association Lounge Mills Tower, 220 Montgomery, San Francisco
How Much:	Dinner $2.75 including tax and tip
Reservations:	Telephone by Monday, June 25 - S.F.--Mary Lew Waller, Standard Oil, SUtter 1-7700 E.Bay--Jewell Crowell, OPL, HIgate 4-8272

*

MAY MEETING

J.W. Stacey, Inc., entertained the Bay Region Chapter at a cocktail party in their book store, 551 Market Street, San Francisco, on Friday, May 18. Mr. Stanley Clark, Assistant General Manager, Mrs. Marjorie Schuler and other staff members were very gracious hosts. After an enjoyable hour there, members went to dinner at Marconi's. Following dinner, Capt. William Brett of the Presidio Library spoke informally on opportunities for librarians in the Army. Mr. Ben Tarnutzer, Editor and Publisher of Jobs in California, a new periodical published in San Francisco, told of some of the employment fields covered in his magazine.

*

Sumer is icumen in,
Lhude sing cuccu !*

---

*Cuckoo Song. Oldest song in the English language. c1226.

Editor. MRS. ELIZABETH WILLIAMS

Assistant Editor. MRS. MARYLYN YEARIN

REPORTS OF OFFICERS AND COMMITTEES, 1950-51

PRESIDENT'S REPORT

As we reach the end of another SLA year, we hope that you have found the meetings and other activities interesting and worth-while. The Program Committee planned meetings of considerable variety, including library visits at Stanford University, The Oakland Tribune and the new building of the Oakland Public Library. Other meetings featured after-dinner speakers and, of course, the highlight of the year was a festive dinner in December honoring our national president, Mrs. Elizabeth Owens. Her stay in San Francisco was also marked by informal luncheons and an appearance on a radio broadcast.

We regret to find a considerable decrease (approximately 13%) in our Chapter membership this year. The exact number is still uncertain as discrepancies between National and Chapter records were recently uncovered and are now being corrected. We wonder if this loss of members may be due somewhat to misunderstanding of the proposed constitutional changes regarding membership. As previous program commitments would not permit us to devote a meeting to the discussion of the proposed changes, the Executive Board compiled a questionnaire which was sent to the entire Chapter in January. The 40 responses were discussed at an open Executive Board meeting and a general summary was prepared for Miss Ruth Savord, Chairman of the Constitutional Revisions Committee.

The reports of the various committees that appear elsewhere in this Bulletin will tell better than I can the extent of their activities. Briefly:

The Archives Committee completed a project started last year by having the Chapter Bulletins for the years 1929-1950 bound for our permanent files.

The Bulletin Committee kept us promptly informed on both Chapter and Association affairs by publishing nine issues of the Bulletin. Some paid labor was utilized, but this was more than paid for by advertisements obtained by the Advertising Committee.

Duplicate Exchange lists were again issued in the spring and in the fall, and lists from other Chapters were circulated as much as possible.

The Employment Committee had an exceptionally active year and successfully filled fourteen positions.

The Hospitality Committee continued to acquaint us with new members and guests through introductions at meetings and by supplying name badges to all.

The Methods Committee augmented our regular meetings with two most interesting programs on "Job Relations for the Special Library."

The Publicity Committee continued to supply news releases on our meetings to all the major newspapers in the area.

(more on next page)

Praise is again due the Union List Committee which has completed three years on the tremendous project of editing a new edition of the "Union List of Serials for the San Francisco Bay Region." It is expected that this project will be brought to completion in the early fall.

May I express my sincere appreciation to all of you for your fine cooperation and support and particularly to the officers, chairmen and committees who have served with me this past year.

Cordially,

Berna M. Carlson, President

*

SECRETARY'S REPORT

The following general meetings have been recorded by the Secretary or Acting Secretary: Stanford University meeting September 22; Oakland Tribune meeting, October 19; Dinner meeting for Mrs. Owens, December 5; Bar Association meeting, January 17; Oakland Public Library meeting, April 19; Dinner meeting at Marconi's Restaurant, May 18. The Methods Meetings in February and March replaced the usual general business meetings for those months. The Executive Board meetings and one open Board meeting have been recorded and the usual business correspondence has been handled by the Secretary during the year.

Respectfully submitted,

Miriam F. Horn, Secretary

*

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TREASURER'S REPORT

Trial Balance Sheet
June 7, 1951

RECEIPTS			
From National	$ 218.64		
Advtg. in Bulletin	57.00		
Misc.(incl. $241.47 from members for Mrs. Owens' dinner)	253.00		
Sales of Chapter Directory	3.00		
Total	$ 531.64		
Cash carried forward from last year	256.02		
Total Receipts		$ 787.66	
EXPENDITURES			
Bulletin labor	$ 11.70		
Bulletin supplies	35.85		
Bulletin postage	63.96		
Checking A/C service chg.	1.00		
Dinner guests	31.04		
Misc. (incl. $244.00 pmt. for Mrs. Owens' dinner)	272.44		
Total Expenditures		$ 415.99	
Cash in bank, June 7, 1951			$ 371.67

Respectfully submitted,

Elizabeth B. Roth, Treasurer

*

ADVERTISING COMMITTEE

Advertising Committee Report for July 1950-June 1951:

Revenue received through May 1951	$ 39.00
Revenue to be received in June 1951	21.00
Total	$ 60.00

The *Bulletin* has two sustaining ads, Stacey's and Technical Book Co. Golden Gate College has signed up for quarterly issues two years in succession and we hope will continue to do so. I wish to recommend that the rates be raised, at least one dollar per issue.

Respectfully submitted,

Marjorie Deaner, Chairman

*

ARCHIVES COMMITTEE

Inasmuch as the file of the Chapter *Bulletins* is now complete, due to the efforts of last year's committee, the committee this year was charged with looking into the feasibility of binding the file of Chapter *Bulletins* for the permanent Archives. This was done and it was found feasible. The *Bulletins* are now at the Artisan Gold Lettering and Smith Bindery in Oakland. The file is to be bound into three

(more on next page)

volumes, from January 1929 to June 1950. The cost will be $7.50 for the three volumes at $2.50 each. The bound volumes will be kept in the Archives file at Mechanics Institute.

It is recommended that the Bulletins continue to be bound from time to time as the file becomes large enough to warrant it. It is estimated that this will become necessary about every five years.

Respectfully submitted

Eugenia Ironside

*

BULLETIN COMMITTEE

The Bulletin Committee issued nine Bulletins, one monthly from September through June, except December. Total cost of the Bulletins was $111.51. A breakdown of this figure is shown in the Treasurer's report. Approximately 280 copies of each were mailed to members, National Headquarters and all Chapter Presidents and Editors. We have tried to send the Bulletins out at least ten days prior to the meetings, to give members ample time to plan and make reservations. Back files of the Bulletins of the Bay Region Chapter and of other chapters throughout the country were, with the approval of the Executive Board, deposited with the University of California Library School for safekeeping.

Before turning the mailing list to the Bulletin Committee, 1951/52, we plan to correct it to agree with records of the Membership Committee. It has been suggested that it would be interesting next year to request letters to the Bulletin from Margaret MacKellar in Pakistan and possibly from some of our members in Hawaii.

Respectfully submitted,

Elizabeth Williams, Chairman

*

DUPLICATE EXCHANGE COMMITTEE

The Duplicate Exchange Committee, still in the fortunate position of having at its disposal facilities for printing its lists without cost to the Chapter, published the usual Fall and Spring issues of the Duplicate Exchange List. Copies of the list were distributed to contributors and to others requesting copies. As in the past, a number of copies were sent to the Southern California Chapter. During the year the committee received duplicate exchange lists from several libraries outside California and an attempt was made to circulate these lists to those libraries in our Chapter which have participated actively in our own duplicate exchange activities.

Respectfully submitted,

Elizabeth Nutting, Chairman

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EMPLOYMENT COMMITTEE

In order to clear the records, the Committee sent a questionnaire to all applicants registered with SLA. This was done in August. The results were as follows:

107 sent out; 62 returned. 35 wanted to be retained on the active list, 13 said no, 14 returned by Post Office (no forwarding address)

Applications:
- 41 new applications were received during the year
- 35 applications were renewed

Applicants Interviewed:

The Committee interviewed 52 applicants. The majority were not SLA members

Positions:

27 openings were listed with the Committee. Of these, 19 were professional openings and 8 were non-professional. SLA filled 14. 2 positions are still open.

The Committee wrote 33 letters to applicants, plus form letters thanking the applicants for sending their personnel records. Many phone calls were made contacting applicants and employers.

Respectfully submitted,

Doris Lanctot
Jean Hill

HOSPITALITY COMMITTEE

The Hospitality Committee of 1950-51 did its best to welcome new members and guests and to introduce them to as many people as possible. We wish to thank all those persons not officially on the committee who assisted us with the hospitality program. Special thanks go to Phyllis Anderson who took charge of sending out letters to members just before the December 5 meeting in honor of our President, Mrs. Elizabeth W. Owne.s

Respectfully submitted,

Ellen J. Cornish, Chairman
Phyllis Anderson, Alba W. Eldredge, Clara Manson, June Wayne

*

MEMBERSHIP COMMITTEE

The membership chairman feels that the list of members of the San Francisco Bay Region Chapter, which was supplied by Headquarters this Spring, will be extremely useful. We should prefer to have members arranged alphabetically rather than by cities, but there are evidently reasons why this is not practical. In addition to checking the accuracy of local records, it has also given us a tool for checking on the National records. One of our Institutional members was not included on the list; inquiry showed that they had not been billed this year. The list, received in March, had a total of 204 members

Active	129
Associate	63
Student	1
Sustaining	3
Institutional	8

Thirty-two members were dropped in April and two new members added. According to Headquarters' records, we should have 174 members at the present time. Our records show 180, but there has not been time to correspond with Headquarters with respect to discrepancies.

There is one way in which Headquarters could help us check the accuracy of our files and increase the information contained therein."Reinstate", "Add" etc., stamped directly on the card with the date, if it would not put too much of a burden on their clerical staff, would make the secretary's card file much more valuable. Because the various card files are passed from one person to another each year, records of changes would be valuable.

Respectfully submitted,

Elise Hoffman, Chairman

*

METHODS COMMITTEE

The Methods Meetings this year featured "Job Relations for the Special Library" and consisted of two meetings held on February 15 and March 21 in the Assembly Room of the San Francisco Public Library. At the first meeting, Mr. Abbott Roberts, Personnel Director of the San Francisco branch of the Owens-Illinois Glass Company, spoke on 1) the selection and testing of job applicants, and 2) how to get along with one's boss. The second meeting featured Mr. Ralph R. Canter, Instructor in

(more on next page)

psychology at the University of California, who spoke on 1) how to train new employees, and 2) how to supervise.

Respectfully submitted,

Ruth Wingfield, Chairman
Helen C. Brenner

*

PROGRAM COMMITTEE

The Program Committee wishes to report that the following meetings were held this past year.

September - A Saturday luncheon at Stanford University, followed by a tour of several special libraries on the campus
October - A visit to the Oakland Tribune, preceded by dinner at the Cock O' the Walk
December - A dinner honoring the national president, Mrs. Owens, at the Fairmont Hotel. Preceded by cocktails. Mrs. Owens talked informally
January - A dinner at the San Francisco Bar Association Lounge in Mills Tower. Mr. Darlington of Brooks Darlington & Assoc. spoke on public relations for libraries. Mr. Everson, Acting Law Ln., took members on a tour of the library
February and March - Methods Meetings
April - A visit to the new Oakland Public Library. Dinner at Chimes Coffee Shop
May - Cocktail party given by J.W. Stacey, Inc. Dinner at Marconi's. See p.1 of this Bulletin for further details.
June - Dinner in the lounge of the San Francisco Bar Association. Installation of new officers and report of Nat'l. meeting by Miss Thelma Hoffman.

This has been a most enjoyable year for the chairman who has had such enthusiastic support of the officers of the association and the committee.

Respectfully submitted,

Alba W. Eldredge, Chairman
Catherine Baker, Jeannette Hitchcock, Mary L.Waller, Louise Wadsworth, Ruth Wingfield

*

PUBLICITY COMMITTEE

The principal activity of the year has been writing and mailing news releases concerning the regular meetings of the Chapter. Publicity was sent to the San Francisco Chronicle, Examiner, News, Call Bulletin, Daily Commercial News; Berkeley Gazette; Oakland Tribune. Copies of the releases are included in the Publicity Committee Scrap Book along with the clippings from the papers.

The Daily Commercial News, Berkeley Gazette, San Francisco News and Call Bulletin were the most cooperative in publishing the notices. It is helpful to get information on the content of the speaker's talk. What the speaker said is more newsworthy than the simple fact that he spoke. Before concluding this year's work it is expected that releases reporting the local election of officers will be prepared and sent out.

Respectfully submitted,

Patricia Burke, Chairman

UNION LIST COMMITTEE

The Union List Committee is still meeting one night a week. The compiling, editing and type of each one's holdings has been a time consuming job and has taken longer than originally anticipated. However, as are looking forward to its completion by early Fall.

We have been most fortunate in having the same people on our Committee since we began working. They have been faithful in attending all meetings and have taken a sincere interest in the work. To them--Ruth Lyons, Carolyn Martin, Agnes Reinero and Margaret Rocq--we owe our appreciation.

Respectfully submitted

Harriet Collopy, Chairman

*

EXECUTIVE BOARD, 1951-52

New officers for the coming year, to be installed at the June Chapter meeting, are:

President:	Miss Eugenia E. Ironside Shell Development Co.
Vice-President and President Elect:	Miss Doris H. Lanctot, Ln. Bechtel Corporation
Secretary:	Mrs. Miriam Horn, Ln. Wine Institute
Treasurer:	Mrs. Marjorie S. Deaner Pacific Gas & Electric Co.
First Director (Hospitality Chmn):	Miss Amy Rose, Ln. Pillsbury, Madison & Sutro
Second Director (Program Chmn.):	Miss Ellen Cornish Oakland Public Library

*

NAMES IN THE NEWS

MARGARET STRONG is flying home from Hawaii to be married on June 22, in Berkeley, to Donald Irwin. BETTY ROTH will be her Matron of Honor. The newlyweds will sail for Hawaii on the President Cleveland the following week.

*

HARRIET COLLOPY has been transferred to the Parkside Branch of the San Francisco Public Library, as Head Librarian. The new building, one of the most modern in the west, will be dedicated on Thursday, June 21, at 7:30 p.m. Everyone will be welcome. The "L" car goes by the door of the Parkside Branch, located at 21st and Taraval.

*

Library

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

ol. 22, No. 1 September 1951
ditor: Gwendolyn Lloyd Asst. Editor: Joseph E. Ryus

DINNER MEETING: Wed., Sept. 19, 1951

The first meeting of the fall promises to be a sparkling affair. Mrs. Miriam F. Horn and the Wine Institute Library will be our hosts preceding dinner at the New Delmonico restaurant. Mr. Fred Wheeler, merchandising specialist for the Wine Advisory Board, will be guest speaker at the dinner. He will discuss the wine industry in California and show an 18 minute color film "Wine Growing in America."

OCTOBER PREVIEW: Joint SLA-CLA Meeting

Save Saturday, Oct. 6, for a joint luncheon and afternoon meeting with the Southern California Chapter of SLA. Chapter and special library problems will be discussed. This is planned as a part of the program of the CLA convention which will be held in San Francisco Oct. 4-6. Members of the Puget Sound Chapter have also been invited. Exact time, place, and program will be announced later.

WHEN & WHERE	Wednesday, Sept. 19, San Francisco 5:50-6:30: Sherry Reception and visit to Wine Institute Library 717 Market St. (Morris Plan Bldg.) 7:00 : Dinner at New Delmonico restaurant, 330 Sutter St.
PRICE	Dinner: $2.75, including tax and tip
RESER-VATIONS	Telephone by Monday, Sept. 17: S.F.: Standard Oil Library, SUtter 1-7700, Ext. 2945 East Bay: Oakland Public Library telephone operator, HIgate 4-8272

NEW SLA HEADQUARTERS BULLETIN

All of us received v.1, no.1 of this new bulletin with our ballots for constitutional amendments, in July. The Bulletin is the result of a business meeting vote at the Convention to have a bulletin sent to all members, free of charge, informing them of action taken at each Advisory Council, Executive Board, and Annual Business Meeting. It would be issued, therefore, three times a year.

The advantage of this Bulletin is that being issued in offset printing, it can be prepared rapidly and issued shortly after the Meetings have been held. Furthermore, being in a form for ready filing in a vertical file, members can put this report on the legal action of the Association with their other materials pertaining to SLA without disturbing their shelf files of Special Libraries. And, being in readable, large-type format with clear headings, it can be read quickly, and therefore probably will be read by more members than would have read similar reports in Special Libraries. (mdu)

IN MEMORIAM

Members of SLA were saddened by the news of the death of Mrs. Marjorie Madison, Standard Oil Company, on August 15th. Throughout her years of membership in SLA she took an active part in Chapter affairs, serving on numerous committees, both as a member and as chairman, and holding office as Secretary in 1938-1939. Her contributions to the Chapter will be greatly missed by all of us.

To honor Mrs. Madison's memory, a fund is being raised for a donation to be presented to the San Francisco Heart Association in her name. Members wishing to donate to the fund may send contributions to Mrs. Marjorie Deaner, P.G. & E., 245 Market St., San Francisco.

JUNE MEETING

The final meeting of last spring featured a buffet dinner at the San Francisco Bar Association Lounge on June 28 and the installation of the new officers for 1951-52. Miss Thelma Hoffman and Mrs. Helen Brenner reported on the national SLA Convention which was held in St. Paul, June 17-22. Their report is not included in this issue because the first number of the new SLA Bulletin (July 1951), which was received by all members, contains an excellent summary of actions taken at the Convention, including the annual business meeting.

Members attending the June meeting had the pleasure of meeting Miss Mary Helen Pyle of the Philadelphia Chapter, who is the new Chapter Liaison Officer.

SLA PRESIDENT NAMED ADVERTISING MANAGER

GRIEG ASPNES, SLA's new President, was recently appointed Advertising Manager of Brown & Bigelow. This new work will not affect his position as Chief Research Librarian to the organization. As SLA members, we take pride in this tribute to the ability of our President.

NAMES IN THE NEWS

At least eight members of the S.F. Bay Region Chapter attended the national SLA Convention: Helen Brenner, Isabella Frost, Margaret Hatch, Thelma Hoffman, Eugenia Ironside, Gwendolyn Lloyd, Glenn R. Maynard, and Margaret Rocq.

FRANCES B. JENKINS left August 28 for Urbana, Illinois. Mrs. Jenkins resigned as Acting Head of Branches, University of California Library, to accept appointment as Associate Professor in the Library School at the University of Illinois, where, among other courses, she will teach the one on reference and bibliography in science and technology. Mrs. Jenkins holds a Ph.D. in biochemistry from the University of Illinois and taught in that field before entering the library profession.

MORE NAMES - MORE NEWS

ARRIET DE HOOG, formerly with the California State Department of Health Library, ll be at the WAC Training Center, Fort Lee, Va., for the next six months.

Y NIELSON, formerly Librarian, California State Division of Mines, is now Radiaion Laboratory Librarian, U.S. Naval Shipyard, Hunter's Point. GLENN MAYNARD is echnical Information Officer at the Radiation Laboratory.

ARGARET F. McKELLAR writes from Lahore (not Karachi!) that she is studying Urdu. t's the monsoon season with rain and more rain--and low temperatures of 90°. iss McKellar, formerly librarian of the Anglo-California Bank, is now in the U.S. nformation Library, Lahore. Her mail address is:

Foreign Service Staff, Lahore
U.S. Department of State
Washington, D.C.

ARGARET STRONG flew home to be married on June 22 to Mr. Donald M. Irwin. They eturned to Honolulu via plane and are now living at 2006 Hunnewell St., Honolulu, awaii. Mrs. Irwin is continuing her job as Reference Librarian, Legislative Refrence Bureau, University of Hawaii. Her husband, formerly on the staff of the nstitute of Industrial Relations, University of California, is now with the Hawaii mployers Council as a labor negotiator.

- - o o 0 o o - -

ELMA HOFFMAN is a member of the 1951-52 SLA national nominating committee. ve her any suggestions you may have for nominations for next year's national fficers.

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V.P. & President Elect
Miss Doris Lanctot, Ln.
Bechtel Corporation
San Francisco

Secretary
Mrs. Miriam Horn, Ln.
Wine Institute
San Francisco

Treasurer
Mrs. Marjorie S. Deaner
Pacific Gas & Electric Co.
San Francisco

First Director and Program Chairman
Miss Ellen Cornish
Oakland Public Library
Oakland

Second Director and Hospitality Chmn.
Miss Amy Rose, Ln.
Pillsbury, Madison & Sutro
San Francisco

Immediate Past President
Miss Berna Carlson, Ln.
School of Management
Golden Gate College
San Francisco

COMMITTEE CHAIRMEN, 1951-1952

Archives
Mrs. Miriam Peevy
Mechanics Institute Library
San Francisco

Advertising
Miss Patricia Burke
Standard Oil Library
San Francisco

Bulletin
Miss Gwendolyn Lloyd
Industrial Relations Librarian
University of California
Berkeley 4

Mr. Joseph E. Ryus, Head
Physics & Chemistry Libraries
University of California
Berkeley 4

Duplicate Exchange
Miss Marian Wickline
Dow Chemical Co.
Pittsburg

Employment
Miss Betty Holden
Federal Reserve Bank
San Francisco

Hospitality
Miss Amy Rose, Ln.
Pillsbury, Madison & Sutro
San Francisco

Membership
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Bechtel Corporation
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Program
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SURVEY ON METHODS MEETINGS

Please detach, fill out, and return to Miss Eugenia Ironside, Shell Development Co. Library, Emeryville, by October 1, 1951.

Yes ___; No ___ 1. Should a series of methods meetings be held again this year?

2. If so:

Yes ___; No ___ a. Should they be held separately as heretofore?

Yes ___; No ___ b. Or should they be held in conjunction with a regular dinner meeting?

3. What subjects do you suggest for discussion?

Yes ___; No ___ a. Library techniques and methods?

b. Other (specify)

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S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Editor: Gwendolyn Lloyd
Asst. Editor: Joseph E. Ryus
Vol. 22, No. 2-3
Oct. - Nov. 1951

NOVEMBER MEETING

How's your parliamentary procedure? An unusual treat is in store for SLA members at the November meeting. Mrs. Alice Sturgis, Piedmont club woman, will tell us about her Standard Code of Parliamentary Procedure, a new publication in which she has aimed to improve on the well-known Robert's Rules of Order.

Mrs. Sturgis has one of the best libraries in the country on parliamentary procedure, a subject which she has studied since college days.

Among the collaborators on her book are James A. Farley, Paul G. Hoffman, Justice Harold Burton, and former Justice Owen J. Roberts. Her Code has been endorsed by John Foster Dulles and Charles Watkins, the present parliamentarian of the United States Senate.

At the meeting Mrs. Sturgis will tell of the history of parliamentary procedure, show some of the volumes from her library, and discuss the basic principles of conducting a meeting.

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WHEN: Thursday, 15 November 1951, 6:30 p.m.

WHERE: Robin Hood Inn, 55 Grand Ave., Oakland.
From San Francisco, take the "B" train and get off at Grand and Broadway. Walk one-half block east.

PRICE: Dinner is $2.30, including tax and tip.

RESERVATIONS: Telephone by Tuesday, November 13, 5 p.m.
EAST BAY: Oakland Pub. Lib. telephone operator, HIgate 4-8272,
S.F.: Standard Oil Lib., SUtter 1-7700, Ext. 2945.

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IS YOUR MAILING ADDRESS CORRECT?

Please send in corrections to the editor (Miss Gwendolyn Lloyd, 2412 Durant Ave., Berkeley 4) by November 15 -- before the labels are typed for the next bulletin.

WHO'S DOING WHAT?

The editors have no crystal ball -- help them out by sending in any interesting news about members and their libraries for inclusion in the chapter bulletin.

SEPTEMBER MEETING

Our first fall meeting, on September 19, was a very enjoyable occasion, thanks especially to the gracious hospitality of the Wine Institute and Mrs. Miriam F. Horn, their librarian. Preceding dinner we were entertained with a sherry reception at the Wine Institute and a visit to their interesting library at 717 Market St., San Francisco.

The Wine Institute Library of technical and general wine industry information consists of a unique book collection of wine literature, bound periodicals, extensive photograph files, and vertical-file material, as well as the central files for the organization. Browsing along the shelves we found agricultural publications on grape culture, books on wine manufacture and wine chemistry, pure food and drug laws, regulations governing the sale of wine, books of wine cookery, and gourmet guides.

The library serves as an information center for the Wine Institute staff and members and is open to the public for reference use. The library also has both technical and general material for distribution.

After dinner at the New Delmonico restaurant, Mr. Carl Rupe, merchandising manager of the Wine Advisory Board spoke briefly about the Wine Institute and the wine industry in California. He also described their free home wine study course. A showing of a color film entitled "Wine Growing in America" concluded the program.

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OCTOBER MEETING

The October meeting was a joint luncheon meeting with members of the Southern California Chapter of SLA, held October 6, 1951, in the Cirque Room of the Fairmont Hotel. About 65 special librarians were present, including several of our Sacramento members and about 10 members from the Southern California Chapter.

Miss Eugenia Ironside, president of our chapter, assisted by Mr. Edwin Hughes, president of the Southern California Chapter, presided over the informal discussion that followed the luncheon. Members from both chapters contributed to the discussion of chapter activities and problems, such as programs, employment activities, union lists, bulletin publication and financing, publicity, and relationships with national SLA.

Programs. Miss Alba Eldredge, last year's program chariman, introduced the discussion by outlining the types of programs usually held by the Bay Region Chapter: dinner meetings with a speaker; dinner meetings followed by visits to libraries -- or a combination of these; methods meetings; institutes on special topics, etc.

Mr. Hughes reported that the Southern California Chapter usually held meetings at libraries with a speaker or forum, although dinner meetings had been held occasionally. The chapter is divided into divisions as is national, and each division is responsible for planning one chapter meeting each year. This year they hope to have more program time for discussion on library techniques and procedures and they are considering holding an all-day meeting with a program covering several topics.

Publicity. Ways and means of securing better publicity in the local press were discussed. Copy written in journalistic style is more likely to be published. Miss Sherry Taylor, publicity chairman for the Southern California Chapter, has found that personal contacts with the staff of the local papers produces better results. They send news releases to a mailing list of 20 newspapers and library bulletins. It was recommended that reports of SLA meetings and activities not be given to society and club editors in order to avoid having the publicity appear on the women's club page.

Union Lists. Mr. Hughes and Miss Cressaty discussed the problems of the Southern California Chapter in compiling the Union List of Biological Science Periodicals in Southern California Libraries and in arranging for its publication. This list is essentially a revision of a section of the old general union-list for Southern California. It includes holdings of 15 libraries and they expect to price it at about $5. Mr. Hughes said that he wished to explore the possibilities of using punched cards for keeping union lists up-to-date with less work.

Miss Harriet Collopy reported on the progress of the San Francisco Bay Region Union List of Periodicals, which is nearing completion. It includes holdings of 50 special libraries, most of whose holdings are not listed in Gregory's Union List of Serials, and includes union papers, house organs, trade papers, etc.

Library Resources List. The Southern California Chapter is considering the preparation of a list of library resources in Southern California. When ALA met in San Francisco in 1947, the Bay Region Chapter in cooperation with the California Library Association published a map of book resources in the San Francisco Bay Area with library locations and specialties indicated.

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October Meeting (cont.)

Relationship between Chapters and National. The difficulties of securing liaison between local-chapter divisions and the national divisions were brought up. In some divisions there is apparently no provision for coordination on the local level, but Science-Technology Division solves this problem by appointing a representative in each chapter to provide for such liaison and coordination, even if there is not a division organization in the chapter.

Channels available to chapters for communication of opinions and reactions to the Advisory Board and Executive Board were discussed. Directors are not designated as representatives of any one region, but all have as their duty to keep in mind the needs of the organization as a whole, so chapters may send reports of needs and explanations of views to them. Chapter presidents are expected to attend Advisory Board meetings if possible or to send a representative from the chapter to present local problems and opinions; chapters may communicate through the chapter liaison officer or may contact members of the Executive Board. Cooperation with other chapters was urged in order to secure favorable action of the Executive Board on matters of interest to us.

Chapter officers have a responsibility to keep their members informed on national problems and to hold discussions on the pros and cons of various issues so that reports will reflect the opinion of their chapter. They form an important link between the national organization and the local members and can do much toward fostering better mutual understanding.

HAVE YOU SEEN?

TECHNICAL LIBRARIES: THEIR ORGANIZATION AND MANAGEMENT. Edited by Lucille Jackson, Science-Technology Division. N.Y., SLA, 1951. 200 p. $6. Extensive bibliography.

> Based on the experience of over 5,000 librarians in private industry, universities, government agencies, research laboratories, and municipal and other libraries, this manual presents tested time-saving methods and ideas for organizing and managing a special library effectively and exonomically. It evaluates the benefits of library services and shows how a special library of technical books and other publications is an invaluable asset to any organization.

DIRECTORY OF MEMBERS as of March 10, 1951. N.Y., SLA, 1951. 296 p. $4.

> The Directory was published late in the summer in a limited edition, so send in your order immediately if you want a copy. It is in two sections: an alphabetical list of all members together with the address and special membership code designating type of membership, chapter and division affiliation for each, and a number referring to an organizational entry in the second section; an organizational section enabling you to discover immediately where a member is employed, who employs whom, and how many members are employed by any concern.

--ooOoo--

THE STANDARD OIL LIBRARY in San Francisco (Mrs. Margaret Rocq, Ln.) is featured in a cleverly and popularly written article in the September 1951 *Standard Oiler*, the company's employee's magazine. The librarian is compared to a quiz show contestant, but instead of winning fabulous prizes for a correct answer, she receives a sincere "thanks" and turns to the next question. These valuable reference services which save time and money for the company, along with the other activities of the library and its collection, are described and illustrated by numerous photographs. Library facilities of two Standard Oil subsidiaries are also mentioned; the California Research Corporation Libraries at Richmond and La Habra, and the general library in the company's New Orleans office.

MORE ARTICLES similar to that in the *Standard Oiler* are needed to help counteract the sort of attitude about librarians and librarianship that is reflected in the article in Machine Design for June 1951: "Evaluating Engineers ... to recognize talent and reward achievement." It rates librarians just a step below the secretary and junior accounting clerk and on a par with the janitor and switchboard operator. SLA president Grieg Aspnes urges all members to get a copy of *Machine Design* or to write the editors for a reprint of the article. Read it and then let them know what you think.

THE MIMEOGRAPHED LIST of biological science libraries in Southern California, compiled by the Biological Sciences Division of the Southern California Chapter of SLA, may be obtained from Miss Margaret Cressaty, Librarian, College of Osteopathic Physicians and Surgeons, 1721 Griffin Ave., Los Angeles 31.

* * *

A card of thanks has been received from the San Francisco Heart Association for the contribution made by friends of Mrs. Marjorie Madison in the San Francisco Bay Region Chapter. A card was also sent to Mr. H.B. Madison notifying him of the tribute in memory of his wife.

ADDENDA to Sept. Bulletin list of Chapter committee appointments:

Hospitality Committee
Mrs. Amy Rose, Chmn.
Madison, Pillsbury & Sutro, S.F.
Mrs. Betty Roth
Standard Oil Co. Lib., S.F.
Miss Alba Eldredge
U.C. Medical Lib., S.F.

Publications Committee
Mr. Glenn R. Maynard, Chmn.
U.S. Naval Radiological Defense Lab.
Technical Information Division
San Francisco 24
Miss Katherine Karpenstein
Standard Oil Co. Lib., S.F.
Mrs. Edith C. Neilson
Morrison, Hohfeld, Foerester,
Shuman & Clark, S.F.

Publicity Committee
Mrs. Marjorie Schuler, Chrmn.
J.W. Stacey, Inc., S. F.
Miss Dorothy L. Krisher
Shell Development Lib., Emeryville
Miss Johanna Fritsche
Lansing Lib. Service, Oakland

Membership Committee
Miss Doris Lanctot, Chmn.
Bechtel Corp. Lib., S.F.
Miss Elise Hoffman
Golden State Co., Ltd., S.F.

OUR CHAPTER ARCHIVES are housed on the second floor of Mechanics Institute Library, 57 Post St., S.F. Members wishing to consult them should see Mrs. Miriam Peevey, Archives Committee Chairman, or may ask for the key at the circulation desk.

INSURANCE LIBRARIANS are asked to send in notes of their activitivies and libraries for inclusion in the insurance Division's Newsletter. Notes may be sent to Miss Sherry Taylor, Ln., Prudential Life Insurance Co., P.O. Box 2314, Los Angeles 24.

INSURANCE BOOK REVIEWS, pub. and ed. by the Insurance Division, costs only $3.50 a year (ten issues). Send check or money order to Miss Hazel Kirk Levin, Production Editor, Mutual Benefit Life Insurance Co., P.O. Box 359, Newark, N.J.

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INCREASED SLA DUES

Because of increased administrative, operating, and publication costs and because of the need for larger allotments to divisions, SLA dues have been increased. Members paying 1952 dues in advance should remit according to the new schedule.

Student	$2	Active	$10	Sustaining	$50
Associate	$5	Institutional	$30	Life	$250

NEW MEMBERS AND TRANSFERS

We are happy to welcome a number of new members and transfers from other chapters since last June. This list was compiled for the most part from new cards sent from SLA headquarters; for some members we have only the home address and no library affiliation. How about sending in the name of your library and where you were before?

Crachi, Mr. Rocco. Head, Loan Dept., Univ. of Calif. Assumed present position July 1951 upon release from active military duty. Formerly Officer-in-Charge, Tyndall Air Force Base (Fla.) Branch Library, Air University Libraries. Graduate of U.C. School of Librarianship.

Croutch, Mr. Albert. 1650 Oxford St., Berkeley.

Culley, Miss Elizabeth. Libn., Research Dept., Committee for a Free Asia, Inc., 2 Pine St., San Francisco 11.

Dornback, Miss Florence. 2236 Haste St., Berkeley 4.

Falconer, Mr. Frederic M. Chief, Biological Sciences Library, Stanford Univ.

Kibbe, Mrs. Bessie W. 1534 Grove St., Berkeley 9.

Hinkel, Mrs. Elizabeth S. Libn., Fire Underwriters' Assn. of the Pacific, 215 Battery St., San Francisco 11.

Holmes, Miss Ione. 378 Golden Gate Ave., San Francisco 2.

Laird, Miss Marguerite J. Order Dept., Oakland Public Library.

Marshall, Mrs. Marian A. Libn., Troop Information & Education Section, Fort Ord.

Nold, Miss Beatrice. Serials Libn., Bancroft Library, Univ. of Calif.

Parr, Miss Norma A. 212 Bloomfield Road, Burlingame, Calif.

Shepherd, Mrs. Sara P. Bureau of International Relations Library, Univ. of Calif.

Virshek, Mrs. Virginia. Acting Chief Libn., Special Services Dept., Veterans Administration Hospital, Oakland 12.

Watson, Mrs. Constance M. Acting Libn., Radiation Laboratory Library, Univ. of Calif.

Wilimovshy, Mrs. Diana V. Tech. Libn., Engineering Dept., Dalmo Victor Co., 1414 El Camino Real, San Carlos.

AMONG OUR MEMBERS

HYLLIS ANDERSON, Librarian at Pan American World Airways, succumbed to the lure of r company's advertising and traveled to Hawaii last month for her vacation.

RS. HELEN BRENNER, Librarian of the Radiation Laboratory Library, University of Ca-ifornia, is on leave until February 1952. She is in Europe with her husband who is n sabbatical leave from the University of California to study in Brussels this fall

ISS ANNE BURNETT, Librarian of the World Affairs Council Library, is reveling in ight and air of her new quarters at 421 Powell St., San Francisco. After working in n inside room for so long, having windows seems luxurious. The library is attrac-ively decorated in gray and has hand-woven (by Miss Burnett) green drapes. Her new elephone number is YUKon 2-2541. Miss Burnett reminds SLA members that the World Af-airs Council also has a pamphlet shop from which publications on international rela-ions may be obtained free of charge or by purchase. It is the distribution agency or U.S. Dept. of State publications, many of which are free to libraries.

EANNETT M. HITCHCOCK, Chief of the Division of Special Collections, Stanford Univer-ity Libraries, was married July 5, 1951, to Mr. Franklin Lewis Hopkins. She is con-inuing to use her maiden name professionally, however.

HELMA HOFFMAN followed Phyllis Anderson and took her vacation in Hawaii this month.

RS. CONSTANCE WATSON is Acting Librarian of the Radiation Laboratory Library, Uni-ersity of California, during Mrs. Brenner's absence.

--ooOoo--

CLA REGIONAL WAREHOUSE SUBCOMMITTEE

ow to house ever-expanding book collections is a problem faced by most librarians. he Regional Warehouse Subcommittee of the California Library Association Regional ooperation Committee, Northern Division, held its first organizational meeting on ctober 25, 1951. It was appointed o explore the need for a regional warehouse in he Bay Area for storage of infrequently used library materials. If such a warehouse ere established, all types of libraries would be invited to use its facilities. rs. Margaret Rocq is the special libraries' representative on the committee.

BUSINESS AND TRADELPAPERS INDEX

esignating the Business Division of SLA as your second affiliate costs you only 50¢ nd entitles you to participation in the planned Business and Trade Papers Index, as ell as other privileges of regular members. Send dues to SLA, 31 East 10th St., New ork 3.

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S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Editor: Gwendolyn Lloyd
Asst. Editor: Joseph E. Ryus

Vol.22, No.4
January, 1952

JANUARY MEETING

Following the dinner meeting January 16, 1952, SLA members will visit the University of San Francisco Library under the guidance of Father William J. Monihan. Don't miss this tour of a beautiful, new and modern library building.

WHEN	Wednesday, January 16, 1952, 6:30 p.m.
WHERE	Students' Lounge, Liberal Arts Building, University of San Francisco, 2130 Fulton Street, San Francisco. From Key System Terminal: walk 1 block west to Market & Bush and take trackless trolley no.5 (up to 6:20 p.m.)
PRICE	$2.50 or less, including tax and tip.
RESERVATIONS	Telephone by 5 p.m. Monday, Jan. 14: East Bay: Telephone operator, Oakland Public Lib., HIgate 4-8272 S.F.: Standard Oil Lib., SUtter 1-7700, ext. 2945

SCI-TECH DIVISION SALARY SURVEY REPORT

The Report of the Science-Technology Division's Salary Survey Committee (Betty Roth, chmn.) was published in the September and December 1951 issues of Sci-Tech News. The Report, by Joseph E. Ryus and Betty Roth, analyzes the results of the April 1950 mail survey of the salaries of Sci-Tech division members. Among the factors included are years of experience, type of position, and type of library. Reprints of the Report are available for 25 cents in coin. Order from Mr. W. J. Vitali, Western Cartridge Company, East Alton, Ill.

S. F. CHAPTER RANKS FIFTH IN SIZE

The membership of the five largest Chapters of SLA as of Sept. 20, 1951, was:

New York	1195	Boston	222
Washington, D.C.	534	San Francisco	195
Illinois	299		

CALIFORNIA LIBRARY WEEK, March 10-16

The week of March 10-16, 1952, has been designated as California Library Week according to an announcement in the first issue of the newsletter "From the State Librarian's Desk," December 18, 1951.

PARLIAMENTARY PROCEDURE TOPIC OF NOVEMBER MEETING

On November 15, following dinner in Oakland at the Robin Hood Inn, chapter members and guests heard Mrs. Alice Sturgis speak on the history of parliamentary procedure and discuss the basic principles of conducting a meeting. Mrs. Sturgis has been interested in the study of parliamentary law for many years and has one of the best libraries in the country on the subject. Her *Sturgis Standard Code of Parliamentary Procedure* was published in 1950 by McGraw-Hill.

Mrs. Sturgis is now studying the procedures of a group of national organizations under a Guggenheim Fellowship and is planning to write several books on and for organizations. A textbook for college use will be ready for the 1952 fall term.
(continued on page 5)

CHAPTER BULLETIN COMMITTEE

The Chapter *Bulletin* is a University of California product this year, the editors and all committee members being on the staffs of various campus libraries.

Miss Gwendolyn Lloyd (Editor), Industrial Relations Librarian
Mr. Joseph E. Ryus (Asst. Ed.), Head, Physics & Chemistry Libraries
Miss Beverly Hickok, Institute of Transportation Library
Mrs. Josephine Norten, Interlibrary Service Dept.
Mrs. Sara P. Sheperd, Bureau of International Relations Library
Miss Geraldine Scalzo, Social Science Reference Service
Miss Janet Thomas, Donner Laboratory Library of the Div. of Medical Physics

CHAPTER NOMINATING COMMITTEE

Mrs. Betty Roth, Standard Oil Library, has been appointed Chairman of our Chapter Nominating Committee. Other members will be named later.

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SLA EXECUTIVE BOARD AND ADVISORY COUNCIL MEETING, October 19, 1951

Two reports by the Publishing Committee were presented to the Board: (1) Recommendations on general publications policies and procedures, and (2) Recommendations for Special Libraries Editorial Governing Board.

The Executive Board voted to continue the present interim Editorial Board for Special Libraries until the 1952 annual meeting instead of terminating it on 1 Jan 1952.

A decision of interest to chapters and divisions was the voting by the Executive Board of a new method of allocation of dues. Instead of the flat figure now allocated, 12.5 percent of the membership dues will go to the chapters and 4 percent to divisions. It is expected that this will result in an increased amount of money available to each chapter, even if membership drops slightly as a result of the increased dues.

Beginning with the 1952 memberships, SLA headquarters will send each Chapter secretary weekly notices on 3 x 5 slips of payments of memberships as they are received.

NEW MEMBERS

Miss Emmy Lou Bowman, 1625 Pearl St., Modesto, Calif.
Miss Betty Rethmeyer, Libn., Business Branch, San Francisco Public Lib.
Miss Geraldine Scalzo, Social Science Reference Service, Univ. of Calif. Lib.

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ATTENTION! EMPLOYMENT NEWS!

The Employment Chairman urgently requests that all registrants who have not checked in with her do so as soon as possible. It is important that she know whether or not you are available for a position, and if so, how to reach you quickly should the occasion arise.

Job opportunities may be lost because information now on the employment cards is not up-to-date. If you wish to have your name removed from the active list, notify the Chairman. Application files are workable only if they are current.

Phone, write, or go see the Employment Committee Chairman:
Miss Betty Holden
Federal Reserve Bank (SUtter 1-8420)
Sansome & Sacramento
San Francisco, Calif.

—ooOoo—

February Bulletin deadline: January 31.

PARKSIDE BRANCH, S.F., MADE HEADLINES

The Parkside Branch, San Francisco Public Library, Harriet Collopy, Librarian, was featured in an illustrated article in the San Francisco Chronicle, Sunday, October 28 -- too late for the Oct.-Nov. issue. From the description and photographs of the library and its facilities the article is very aptly titled At Last, a Library with a Clubhouse Look.

KANSAS CITY UNION LIST

Union List of Serial Holding in Libraries of the Kansas City Area. Early 1952. looseleaf. $5.

To include holding of 28 libraries in Missouri, Kansas and Oklahoma, according to the Kansas City Chapter. Order from

Idris Smith, Head
Business and Technical Dept.
Public Library
9th & Locust Streets
Kansas City, Missouri

November Meeting (cont. from page 2)

Mrs. Sturgis considers parliamentary procedure as one phase of the bigger problem of organization. Her aim and philosophy in writing a simplified book on parliamentary law and the books on organization which are planned, is to help organizations get their work done simply and effectively.

According to Mrs. Sturgis, the best parliamentary procedure is to use as little as necessary in a meeting. The basic principles of parliamentary procedure are what are important: to maintain equality of motion, and to facilitate completion of business quickly and smoothly. There have been about 300 books written on parliamentary procedure, but none are very well documented. Robert's *Rules of Order*, which has been the standard book on the subject since it was written in 1876, is out-moded and not suited to present-day needs. In her recent book, Mrs. Sturgis has endeavored to simplify parliamentary procedure as much as possible, but she has changed no rules except with authority.

Mrs. Sturgis traced the history of parliamentary procedure back to tribal days when a person was permitted to talk as long as he could stand on one foot, or as long as a stick on a bonfire might burn. In 1200 the British Parliament found it necessary to develop some definite procedure, and in 1317 Parliamentary Law became a part of the Common Law. In the 18th century John Hatsell published his *Precedents of Proceedings in the House of Commons....*

Thomas Jefferson, the first great parliamentarian in the U. S., wrote a manual of parliamentary practice for the Senate. Luther S. Cushing, a lawyer who made a life study of legislative procedures, published his *Manual of Parliamentary Practice* in 1844. Henry M. Robert, an army officer and engineer, published his well-known *Rules of Order* in 1876, and this has served as the standard work on parliamentary procedure ever since. An 1882 work by Rufus Waples is better than Robert's *Rules ...*, but for some reason it was not successful.

SAN FRANCISCO, CALIF. 17
1952

Mrs. Miriam G. Peevey
Mechanics Institute Library
57 Post Street
San Francisco 17, California

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Editor: Gwendolyn Lloyd
Assistand Editor: Joseph E. Ryus
Vol. 22, No. 5
February 1952

Interlibrary Cooperation Topic for February Meeting

Following dinner at the St. Julien Restaurant, Mrs. Margaret Uridge and Mrs. Margaret Rocq will discuss interlibrary cooperation, emphasizing interlibrary loans and the central storage warehouse. Mrs. Rocq will also report on certain aspects of national Special Libraries Association activities.

^ ^

When	Wednesday, February 20, 6:30 p.m.
Where	St. Julien Restaurant, 140 Battery St., S.F.
Price	$2.75, plus (?) tax and tip
Reservations	Telephone by 5 p.m. Monday, Feb. 18: East Bay: Telephone operator, Oakland Pub. Lib., HIgate 4-8272 S.F.: Standard Oil Library, SUtter 1-7700, Ext. 2945

^ ^

Methods Meeting, March 6 and 20

Miss Alice Sturgis will conduct 2 meetings of two hours each for the study of parliamentary procedure on the first and third Thursdays in March. This is an unusual opportunity to learn procedure for conducting meetings efficiently and for leading organizations effectively under the guidance of the author of the Sturgis Standard Code of Parliamentary Procedure. Mrs. Sturgis is engaged at present in collecting material for several books on organizations, so that she will bring us the benefit of this study.

Those of us who heard her at the November meeting know that she is an interesting and dynamic speaker. When she discusses parliamentary procedure it is not a stuffy code but a live and practical set of rules, as simplified as possible, designed to aid organizations transact business quickly and effectively.

These 2 sessions will take the place of the regular monthly dinner meeting. Time and place will be announced later. Bring a guest, librarian or non-librarian.

President: Elizabeth Ferguson, Institute of Life Insurance, New York

1st Vice-President and President:

Estelle Brodman, U.S. Army Medical Library, Washington, D.C.
Mrs. Lucile L. Keck, Joint Reference Library, Chicago, Ill.

2d Vice-President:
Dr. Burton Adkinson, Library of Congress, Washington, D.C.

Treasurer:
Edward H. Fenner, Business & Economic Dept., Enoch Pratt Free Library, Baltimore, Md.
Martin L. Loftus, Joint Bank-Fund Library, Washington, D.C.

Secretary:
Katherine L. Kinder, Johns-Manville Research Laboratory, Manville, N.J.
Hazel Kirk Levins, Mutual Benefit Life Insurance Company, Newark, N.J.

Director for three years:
Mrs. Louise T. Jackson, Geophysics Research Library, Humble Oil & Refining Co., Houston, Texas
Nell Steinmetz, Pacific Aeronautical Library, Los Angeles, Calif.

Director for three years:

Mrs. Florence Armstrong, Ross Roy, Inc., Detroit, Michigan
Eugenia P. Tenney, International Minerals & Chemical Corp., Chicago, Ill.

Director for two years: (To fill unexpired term of Phyllis Foreman, resigned)
Laura M. Marquis, Mellon National Bank & Trust Company, Pittsburgh, Pa.
Helen Mary Pyle, Public Relations Dept., Sun Oil Co., Philadelphia, Pa.

Continuing to serve on the Executive Board for 1952-53 will be Grieg Aspnes as immediate past-president and Margaret Kehl, Kenneth Fagerhaugh and Robert Grayson as directors whose terms have not expired.

Further nominations may be made upon written petition of ten voting members in good standing. Such petitions, accompanied by written acceptances of the nominees, must be filed with the Executive Secretary of Special Libraries Association at association headquarters not later than three months prior to the annual meeting.

Respectfully submitted: Rose Boots, Jolan Fertig, Thelma Hoffman, W.L. Powlison, Sara M. Price, Chairman.

—ooOoo—

Mr. Allen G. Ring, who was the other nominee for the office of Second Vice-President, passed away in January after a brief illness. He was librarian at Mallinckrodt Chemical Works, St. Louis, Missouri, and had been the editor of the SLA Sci-Tech News.

—ooOoo—

SLA CONSTITUTION AND BY-LAWS

Reprints of the Constitution and By-Laws of SLA, as amended at the 1951 Annual Convention, are available from headquarters. They also appeared in the November 1951 issue of Special Libraries. The two amendments relating to composition of the Advisory Council (Art. 11, sec. 1) and the institutional memberships (Art. 11, sec. 5).

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Among Our Members

Miss Vera M. Barrnes reports her new address as P.O. Box 68, Eldridge, California. She is engaged in establishing a medical library and a patients' library at the Sonoma State Home.

Miss Patricia Burke, Advertising Chairman, has left the Standard Oil Library to be married February 9 to Mr. Vincent Carney, a Chicago attorney. Chapter members wish her much happiness but regret losing an active member.

Miss Dorothy Clark, formerly on the staff at the Mechanics Institute Library and a former chapter member, completed her library training at Columbia University last June and is now in a U.S. Department of State Information Library in Madrid, Spain.

Miss Gwendolyn Lloyd, Institute of Industrial Relations, University of California, has been appointed a member of the International Relations Committee of SLA.

Miss Mary Logan, Mechanics Institute Library, is taking an extended vacation and is making a two month's Mediterranean cruise.

Miss Eloise Ryan, formerly librarian for the California Fish and Game Commission, is now librarian at the Veteran's Administration Hospital, Fort Miley, 42d & Clement, S.F. 21. Miss Mary Elsie Caruso left Fort Miley to move to Connecticut. We are sorry to lose her as a member of our chapter.

Mrs. Emma West, McCann-Erickson, Inc., has accepted appointment as Chairman of the Advertising Committee to fill the vacancy left by Miss Burke's resignation.

1952 CONVENTION NOTES

Remember that the Annual Convention of SLA is scheduled for May 25-29 this year in New York City. We are promised a preliminary convention program in February which will provide a review of all the scheduled programs and events to date. A list of the many library tours will be published later.

HAVE YOU SEEN?

"Classification Schemes and Subject Headings List, Loan Collection of Special Libraries Association," ed. by Isabel L. Towner. Rev. ed. N.Y., SLA, 1951. $1.50.
Lists materials available on loan to SLA members. Arranged by subject.

The January 1952 Special Libraries is the Advertising Division issue, featuring papers from the Agency Library Session at the Eastern Annual Conference of the American Association of Advertising Agencies (AAAA--gads!) in New York. Miss Delphine V. Humphrey, librarian of McCann-Erickson, Inc., was chairman of the committee which planned the session. The AAAA has recognized the importance of the agency library to the extent of devoting a special session to it at their conference. The advertising librarians have taken a leaf from their agencies' book and have done an excellent job of selling their services. Hats off to them!

Also in the January issue of Special Libraries is a fine article by Miss Alma Mitchell on that very subject, "Selling Your Library to Management." Librarians on their first job will find it full of excellent suggestions that will aid them in getting off to a successful start, and old timers will find it helpful in re-evaluating their public-relations program.

Special Libraries, December 1951, contained a thought-provoking article on "Professional Training for Special Librarians," by John Emmett Burke. And speaking of professional training ---

SLA STUDENT LOAN FUND

There is no better way to raise even higher the already fine standards of our profession than through education. It is the purpose of the SLA Student Loan Fund to assist worthy individuals in preparing themselves for greater responsibilities in the library world. Help them to help themselves and you help the entire profession.

A single donation may seem small, but a $1 contribution from each member of SLA would provide the Student Loan Fund with almost $5,000. Your individual contribution can be listed in the space provided on your membership bill.

WHO HAS SPARE TIME?

Miss Grace Guilford, Red Cross field director at Letterman General Hospital, has need of a volunteer worker to catalog a few books and take inventory of a collection of a small library maintained for the professional social and recreational workers at the hospital. She estimates that the work to be done will take 3 or 4 working days. Hours for working will be arranged to suit the volunteer. Miss Guilford can be contacted at the hospital: WEst 1-6111, Ext. 3561.

CORRECTION to SCI-TECH SALARY SURVEY REPORT

The February Bulletin should have said the survey was made in April 1951. The Editor and co-author have spoken harshly to the Assistant Editor who hereby apologizes. Reprints of the survey, by Joseph E. Ryus and Betty Roth, are available for 25¢ in coin from Mr. W.J. Vitali, Western Cartridge Company, East Alton, Ill.

JANUARY MEETING HELD AT U.S.F.

Chapter members who braved the inclement weather to attend the January 16 meeting at the University of San Francisco were well rewarded by an excellent dinner in the Students Lounge, a fine library tour, and the unexpected pleasure of hearing an informal talk by Madame Suzanne Briet of the Bibliothèque Nationale, Paris.

Father Monihan was ill, but Miss Guentner, Assistant Librarian at U.S.F., and Miss Stevenson were gracious hostesses and guides on the tour of their library. The building is modern in design and furnishing, and its modular construction permits flexibility for future changes in interior arrangement. The library features subject-division reading-rooms containing open-shelf collections of the basic books and periodicals in the pertinent fields. The fourth floor is devoted to a student lounge for general study and recreational reading. Comfortable chairs, full-length windows opening on the deck which surrounds it, and the magnificent view of the Bay area make this a popular haven.

Following dinner and preceding the tour, Madame Briet spoke informally on library training and libraries in France. Madame Briet, Assistant Curator of the Department of Printed Books, Bibliothèque Nationale, Paris, is making a four-month study of library practices in the U. S. under auspices of the Department of State. She has been a member of the Bibliothèque Nationale staff since 1924, and was appointed head of the Catalog and Bibliographic Services in 1934. She has been General Secretary of the French Union of Documentation Organizations since 1943, and is co-founder and director general of the Union's training course for documentalists. She is the author of many professional publications, including UNESCO pamphlets.

(Continued on p.6)

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Madame Briet contrasted the concept of library service in France with that in the U.S. They do not have public libraries as in the U.S. which have as their primary purpose library service to the general public of all ages and levels of education. The public is not admitted to the Bibliothèque Nationale -- only university graduates, research workers, or those who obtain special permission. Americans, however, need only a letter from the American Embassy for admission! The Bibliothèque Nationale has a fine research collection since it receives a copy of all printed materials issued in France. Materials are not circulated to individuals, but interlibrary loans to other libraries are made (including foreign). As a rule only duplicates are sent on interlibrary loan because scholars using the library expect to find the materials available. However, microfilm copies or transparencies of material desired may be secured.

Since French libraries were used primarily by research scholars, it was usually considered unnecessary to do more than provide the library collection, catalogs and bibliographies. Not until 1934 was real reference service inaugurated in the Bibliothèque Nationale, for the purpose of educating research workers and scholars in the use of catalogs, bibliographies, and other library materials, with Madame Briet in charge.

Training for librarianship is a relatively recent development in France, according to Madame Briet, but already standards for admission to their schools are high. Students admitted to the state training courses are required to have a French doctorate, or two university degrees, and on completion of the course they are awarded a special diploma. The first successful school was private, but it has become the state school. The French library system is centralized under a library director who is in the Ministry of Education, and the library school is also under the control of the Ministry of Education. As under our civil service systems, persons applying for library positions in the state system have to take competitive exams.

Since state-supported libraries are for the use of scholars, the business and industrial concerns have had to establish their own libraries, which in France are called "documentation centers." Librarians in these centers are "documentalists," and are subject specialists, but most of them have in the past lacked training in library techniques. In 1945 the Union of Documentation Organizations opened a special school for the personnel from the documentation centers or special libraries. It was highly successful and has become a state-controlled school, the Institut National des Techniques de Documentation.

The training course for documentalists places more emphasis on "management," classification, indexing, filing, abstracting and the use of library and research techniques than does the course for state librarians; and less emphasis on cataloging, history of books and literature, etc. It is a two-year course with the first year devoted to the study of methods, techniques, tools, etc. During the second year, each student works in his field of subject specialization and prepares a dissertation. Since documentalists must be familiar with a group of related topics in order to assist the people who use their centers, they specialize in one of two broad subject fields: sciences and technology; or the social sciences, history, law, and labor. Most of the students to date have been working already in documentation centers and their companies recognize the value of the training to the extent of paying their tuition.

Last fall a course for training non-professional assistants was established, and it, too, may become a state-controlled school in another year.

The number of special libraries or documentation centers in France is increasing. A 1935 directory of special libraries listed only 17, although this did not include special collections in other libraries. The 1951 Répertoire des Bibliothèques de France lists approximately 300 special libraries and special collections.

SAN FRANCISCO, CALIF. 17
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S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Editor: Gwendolyn Lloyd
~~Asst. Editor: Joseph E. Ryus~~

Vol.22, no.6
March 1952

THE ALICE STURGIS COURSE ON PARLIAMENTARY LAW - MARCH 6 & 20, 1952

As announced in the February Bulletin, two sessions on Parliamentary Law, led by Mrs. Alice Sturgis, take the place of the usual dinner meeting for March. If you missed the first session on March 6, be sure to attend the March 20 meeting.

When: Thursday, March 20, at 7 p.m.

Where: World Affairs Council, 421 Powell St., San Francisco

Reservations: Not necessary
Charge: None

Chapter Nominating Committee Report

The Nominating Committee submits the following slate of candidates for the three offices to be filled for 1952/53:

Vice-Pres. and President Elect:
  Miss Katherine Karpenstein, Standard Oil Co. Library, San Francisco.

Secretary (2 year term):
  Miss Edith Nielson, Morrison Hohfeld, Foerster, Shuman and Clark, S.F.

  Miss Johanna Fritsche, Lansing Library (Safeway), Oakland.

1st Director and Hospitality (1st year)
2d Director and Program (2d year)
  Mrs. Helen Brenner, Radiation Lab. Library, Univ. of Calif., Berkeley

  Miss Gwendolyn Lloyd, Industrial Relations Librarian, Univ. of Calif.

Respectfully submitted,
  Elizabeth B. Roth, chairman
  Anne Burnett
  Elise Hoffman

Symposium on Technical Reports

At the SLA Convention in N.Y., on May 30 1952 will be held a Symposium on Technical Reports. The program has been devised to provide exploration of the principal problems confronting the special librarian in handling technical reports. Four panels have been planned: (1) Technical reports: the new literature of science. (2) Processing and cataloging of reports, (3) Controlled distributions and (4) Exploiting recent literature. Mr. Bernard M. Fry, Atomic Energy Commission, is soliciting comments on the program and suggestions for speakers.

Dues for 1952

You are urged
to keep your membership
in good standing.
The deadline for payment
of 1952 dues
is March 31,
1952.

Interlibrary Cooperation Discussed at February Meeting

Following dinner at the St. Julien Restaurant on February 20, Mrs. Margaret Rocq, Librarian, Standard Oil Library, spoke on regional storage libraries. Mrs. Margaret Uridge, Head of Interlibrary Service Department, University of California Library, had charge of the second portion of the program, Interlibrary-Loan Problems.

Regional Storage Library

Mrs. Rocq, who is a member of the Regional Storage Library Subcommittee of the Regional Cooperation Committee, Northern Division, California Library Association, discussed the work of the Subcommittee and other efforts in the San Francisco Bay Area toward the establishment of a regional storage library for little-used materials. Questionnaires were sent recently to 292 libraries of all types in the area in an effort to determine the urgency of the need and the conditions under which libraries would deposit materials in a storage library. Returns from the survey were disappointingly small. Of the 85 libraries replying, 20 had urgent problems of stack crowding, and most of the others reported that they would have in 5 - 10 years. The questionnaire asked for information on the size of library holdings, amount and types of materials each library would wish to deposit, the conditions under which deposit would be made, etc. Deposits might be of varying types: temporary deposit or storage only; long-term deposit subject to recall; transfer of title to material so it could be incorporated with material from other libraries to form a single central collection.

Mrs. Rocq reviewed previous activities in this area by the S. F. SLA chapter, when Miss Ferguson, then Bank of America Librarian, made a survey of the interest and subject lacks in the libraries of the S.F. area. She found that no collections on paint, paper, restaurants, retail trade, textiles or trade catalogs were available. This survey committee also suggested pooling their technical-periodical files that were being discarded (cf. Duplicate Exchange Lists) and maintaining in the area one complete file of these journals for the use of all. Mrs. Rocq pointed out that the Regional Storage Library could fulfill this need.

The Bay Area can benefit from the experience of the midwest universities in working out plans for a regional storage library, although specific details will have to be developed to meet local needs, such as decisions on scope of material to be deposited; whether a single complete file should be maintained, or whether duplicates and several partial files should be kept intact; whether title to material is relinquished; whether any reference and bibliographical service is provided in addition to loan service; whether cooperative acquisition activities are undertaken to secure materials completely lacking or inadequate in the region; type of personnel employed (which would depend upon the functions of the storage library); location.

Mrs. Rocq mentioned the Midwest Inter-Library Center as an example of a well-organized storage library. Established in March 1949 by 10 midwestern universities, it is set up as a non-profit corporation governed by a board of directors composed of one representative from each university. There are several varying conditions under which materials are deposited in the MILC by cooperating libraries. Payment other than the straight storage rental is made according to a formula based on the institution's book budget, extent of its Ph.D. program, and nearness to Chicago.

MILC is intended to be a cooperative research collection as well as a storage library. A catalog of material is maintained, reading space and photographic-reproduction facilities provided. Serial materials to fill gaps in the files are being purchased, and some deposits will be microfilmed. Quick service to cooperating libraries is provided by teletype.

(continued on page 3)

(February meeting--continued from page 2)

Four principal objectives of MILC are:

1. Cooperative housing and cooperative use of little-used material.
2. Coordination of collecting policies.
3. Cooperative technical and bibliographical services.
4. Provision of more adequate research facilities with less duplication.

Suggested readings on storage libraries and MILC:

Esterquest, R.T. "Cataloging and classification plans of the Midwest Inter-Library Center." *Journal of cataloging and classification* 7:3-6 (Winter 1951)

----- "Cooperation and the physical book." *College and research libraries* 11:115-119 (April 1950)

----- "Progress report on the Midwest Inter-Library Center." *College and research libraries* 12:67-70 (January 1951)

----- "The storage library and beyond." *Libri* 1:239-252 (1951)

Frodin, R.S. "The Midwest Inter-Library Corporation." *ALA bulletin* 43:170-172 (May 1949)

"Midwest Interlibrary Center defines categories of deposits." *Library journal* 75:543 (1 April 1950)

Midwest Inter-Library Center Newsletter. no.1 (October 1949) - . monthly.

Midwest Inter-Library Corporation. *First annual report* ... March 4, 1949 - June 30, 1950. Chicago, Ill.

(Report of February meeting continued on page 4)

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(February meeting--continued from page 3)

Interlibrary Loan Problems

As the second part of the program, Mrs. Margaret Uridge presented a discussion of interlibrary loan problems. Large libraries bear the brunt of the increasing volume of interlibrary loans, and they find it increasingly difficult to support the cost of extensive interlibrary loans to smaller libraries outside the area of their primary responsibility. The entire problem of cost of service to non-campus users of university libraries is acute. To help finance this cost, Harvard College discussed at the Association of Research Libraries meetings the feasibility of charging off-campus library users a $75 per year research use fee. This would be added to Harvard's present fee of $10 for each 50 volumes borrowed. Columbia University has already put into effect a $20 per year fee for non-campus library users. Harvard's proposal also included a recommendation that a $1 per volume service charge be made for interlibrary loans.

The Association of College and Research Libraries appointed a Committee on Interlibrary Loans to consider ways of reducing costs of handling interlibrary loans as a means of alleviating the financial burden of large libraries. Unless this burden is lightened, many will have to curtail interlibrary loans for economy reasons.

The ACRL committee has drafted a revision of the 1940 ALA Interlibrary Loan Code to provide a realistic code which outlines clearly the purpose of such loans, conditions and scope of loans, responsibilities of borrowing libraries, accepted and efficient procedures for transacting loans, etc. In this task they were assisted by many librarians and by the Interlibrary Loan Subcommittee of the California Library Association. Mrs. Uridge distributed copies of the draft of the General Interlibrary Loan Code, 1952, as recommended by the ACRL Committee on Interlibrary Loans, and discussed the key sections in the proposed code.

Mrs. Uridge emphasized the serious problem faced by the large libraries because of heavy demands made upon them by industry and other special libraries. Much material requested cannot be loaned without depriving university faculty and students of needed materials, and many requests are received for types of material which should never be requested on interlibrary loan. Special libraries often rely too heavily upon borrowing research materials from nearby large libraries. Because materials have been available on loan, companies may have been reluctant to provide adequate book funds to cover cost of materials which should be purchased by their libraries.

Special librarians can do their part in aiding the large libraries meet the interlibrary-loan crisis by bringing pressure to bear to secure increased book budgets so that less material will have to be borrowed. Librarians also have the responsibility for screening all loan applications to be sure they meet the criteria set forth in the interlibrary-loan code, and for following the policies and procedures set forth therein. Interlibrary-loan service is a courtesy - not a right. If we wish to continue to enjoy the privilege of tapping the resources of large libraries we must exercise judgement in making interlibrary-loan requests. As a public agency, the California State Library offers especially liberal interlibrary loans. Requests can be made through Sutro Library, their branch located in the San Francisco Public Library.

Another step taken by the ACRL Committee was to cooperate with an interlibrary-loan cost survey already begun by Dr. James T. Hodgson, Librarian of Colorado A. and M. College. The final analysis of the results of the survey will probably be available late in 1952.

(continued on page 5)

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(Interlibrary Loan Problems--continued from p.4)

The Committee also surveyed the simplified interlibrary-loan routines developed by various libraries as a means of cost reduction and decided that one of the most effective was the reduction of clerical costs by use of multiple-carbon interlibrary-loan request forms. The form developed by the libraries of the eight campuses of the University of California for inter-campus use served as the basis for the standard interlibrary-loan request forms sponsored for universal use by ACRL. Use of these forms saves around 50 percent of the clerical costs. The forms and the standard shipping-labels also recommended by the committee may be purchased from Gaylord and Lefco.

Samples of the multiple-carbon interlibrary-loan request form and directions for its use were distributed to the Chapter members for examination. The use of the form was demonstrated through a clever skit, with Chapter members posing as library patrons requesting interlibrary loans and as librarians of the borrowing and lending libraries. Examples of legitimate and "illegitimate" requests were portrayed to point up the responsibility of the librarian for screening all applications.

At the conclusion of the discussion, a resolution was passed that a request be sent to the SLA Convention Program Chairman to include a session on interlibrary loans on the convention agenda, with the suggestion that a skit demonstrating interlibrary-loan transactions be presented as part of that program.

Reuben Peiss, Associate Professor of Librarianship at the University of California, died February 23 at Stanford Lane Hospital, San Francisco, following a four months' illness. Professor Peiss taught the Special Libraries course last spring. Because of his illness that course was not scheduled this year.

SLA CONVENTION PREVIEW

Sunday, May 25. 12:30 p.m.: Convention opening luncheon, Della Robbia Room, Vanderbilt Hotel. 2:30-4:30 p.m.: Tour of uptown Manhattan, along Riverside Drive to the Cloisters, Fort Tryon Park. 5-7 p.m.: Open house for members, Statler Hotel.

Monday, May 26. 9:30-10:30 a.m.: Official opening of Convention with greetings from city and library officials. 3-5 p.m.: Staff assistants programs on techniques, exchange of ideas, etc. 5:30-6:30 p.m.: Cocktail party for members. 6:30-7:30 p.m.: dinner especially for staff assistants, but all Convention visitors welcome if advance reservations made. 8-10 p.m.: Program by the staff assistants "on the lighter side."

Tuesday, May 27. 1 p.m.: Convention luncheon and speaker, Statler Hotel. 3-5 p.m.: United Nations visit.

Wednesday, May 28. 3:30-5:30 p.m.: Reception at New York Historical Society.

Thursday, May 29. 6 p.m.: Trip around Manhattan Island on chartered steamer with buffet supper on board.

Union List Progress Report

The Union List has been completed and is now in the hands of the Publications Committee. Mr. Glenn Maynard, Publications Committee Chairman, reported at the February meeting that requests for estimates of publication cost had been sent to University of California and Stanford University presses, but that no reply had been received from either as yet.

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Publicity for Special Libraries--Important Notice

The May 15 issue of Library Journal will be devoted to special libraries. Sherry Taylor, who is writing the article on special librarianship in California, asks us to send in good action pictures of our libraries by April 1. Be sure to include pertinent caption data: who, what, where, when and why. Mail material to Miss Sherry Taylor, Prudential Insurance Co. Library, Western Home Office, Box 2914, L.A. 54.

Have You Seen?

Directory of libraries and information sources in the Philadelphia area. 8th ed. Philadelphia, Special Libraries Council of Philadelphia and Vicinity, SLA, 1951. Planographed. 128 p. $2.25.
Order from: Mrs. Rebecca B. Monego, 51 E. Garfield St., Philadelphia 44, Pa.

New Members

Mr. Robert J. Everson, Libn., San Francisco Law Library, 436 City Hall, S.F. 2
Miss Rita C. Ludwig, Biological Science Library, Stanford University
Mr. I.C. Ritucci, Libn., Hewlett-Packard Co., 395 Page Mill Road, Palo Alto
Miss Winona W. Walker, Chief Ln., Veteran's Admin. Hospital, Palo Alto
Mrs. Lois B. Warren, Asst. to Branch Library Asst., Univ. of Calif. (Mrs. Warren may be more familiar to some of our members as Miss Lois Bowers.)

Miss Marie Koutecky has transferred to our chapter from the Puget Sound Chapter, of which she was a charter member. Miss Koutecky, a new member of the Standard Oil Library staff, was formerly in the Reference Dept., Univ. of Washington Library.

Among our Members - and Former Members

Miss Thelma Hoffman, Librarian, Shell Development Co., will conduct the school for incoming division officers at the 1952 SLA Convention in New York. The first session will be held at the Hotel Statler, Monday, May 26, at 9:00 p.m.

Miss Harriet De Hoog has transferred her membership to the New York Chapter. She's now on the staff of the Public Affairs Information Service, New York Public Library.

Miss Clara T. Heck, formerly at the Univ. of California Medical School Library, reports her current address as: Special Services Section, Bremerhaven Military Post, APO 69, c/o Postmaster, New York, N.Y.

Mrs. Helen C. Brenner, Librarian, Radiation Laboratory Library, University of California, returned recently from a several months' leave of absence spent in Europe. She attended the annual meeting of Aslib as a representative of S.L.A. and, at the request of the Bulletin editor, gives us this informal report on the conference:

Mrs. Brenner's Report on the Aslib Conference, October 1951

In St. Paul last June, Mr. Aspnes, upon learning of my intention to go to the 26th Aslib annual conference in England in October, asked me to serve as the representative of S.L.A. I was then naively unaware of certain eventual repercussions of my acceptance and gave it without much hesitation.

(continued on page 8)

Editor's note: For brief description of papers given at the conference, see Special Libraries, February 1952, pages 60-61.

(Aslib--continued from page 7)

Upon arrival in London in September, I found awaiting me at my hotel a most cordial letter from the assistant to the Director of Aslib informing me that I was to be the guest of Aslib for the entire conference. They called this a residential conference since all members except those bringing their wives lived at Ashorne Hill. These conjugal members had to be housed in hotels in Leamington, but had all meals except breakfast at Ashorne Hill. This is a large baronial Victorian mansion in Warwickshire, five miles from Leamington Spa. In 1938 the British Iron and Steel Corporation, anticipating international catastrophe, bought it and staffed it. They moved their complete organization there from London for the entire war period. Now used by them as a conference center, it is rented out to carefully screened groups when they do not have need of it. Apparently librarians pass muster!

Special coaches were reserved on the late Friday afternoon train from Paddington station in London for the two-hour trip to Leamington, and on Monday morning we returned in the same comfortable fashion, avoiding the necessity of scrambling for seats on a crowded through train, and offering the opportunity for much pleasant and profitable discussion of the conference and personal library problems and perplexities. Chartered buses took us to and from Leamington.

The entire week afforded an almost house party atmosphere, with everyone living in a gentlemen's country estate environment, conducive to much informal congeniality. The mansion itself is comfortable, almost elegant in its furnishings, but bedrooms and baths of course were chilly without central or any other kind of heating in October. The grounds and gardens were still magnificent with beautiful autumn flowers and the lawns felt like velvet. Walking on them in heels is a sacrilege not encouraged! Meals were cafeteria style except for dinner which was properly and deftly served. In spite of austerity programs, the food was very good.

I was privileged to share a room with the Information Officer (Reference Librarian to us) of Aslib, a cordial and extraverted young woman who made me feel thoroughly at ease at once. Moreover I was most agreeably surprised to discover in the wife of the manager of Ashorne Hill, a college classmate whom I had not seen since we graduated. The much publicized English reserve and hauteur is non-existent among their special librarians and information officers. No group could have been more friendly.

Formal papers, followed by discussion periods and panel discussions, occupied all day Saturday and Sunday. The outstanding difference from one of our own S.L.A. conventions lies in the fact that the majority of Aslib members at present are information officers with scientific and research training rather than professional librarians, which gives a rather different slant and emphasis to all papers and discussions. Present trends would seem to indicate that this balance may change rather rapidly in the near future. Group or subject interest is becoming increasingly strong and verbal and is certainly not to be denied although at present it is meeting considerable stiff resistance.

The social highlight of the entire week-end was the opportunity to attend an outstanding performance of "Henry V" at the Shakespeare Memorial Theatre at Stratford-on-Avon on Saturday evening, preceded by dinner in the Theatre Restaurant. There we dined at small tables. I enjoyed being with the librarian of the Technical University of Trondheim, a member of the O.E.E.C. mission no. 90, which attended the conference en masse, and the head of the library services for the Division of Atomic Energy. Our erstwhile own Douglas Bryant (former Asst. Librarian, Univ. of California) crowded into his comfortable little English car, himself, an even more elongated Englishman, Keeper of the Dept. of Printed Books of the British Museum, a personable young man from the Library of the Dept. of State in London, and long-legged me. It was an experience I would not have missed for anything, nor the drive to Stratford along the beautiful English country roads on an Indian Summer evening, and home again late through an English mist almost impenetrable in spots.

TO MEMBERS OF SAN FRANCISCO BAY REGION CHAPTER

SPECIAL LIBRARIES ASSOCIATION

The Duplicate Exchange Committee is preparing to issue the Spring edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by April 1, 1952 at the latest. They may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

"Want" lists need not be accompanied by lists of contributions, and any member, whether a contributor or not, is welcome to a copy of the complete publication.

Distribution of the list will include contributors and all other libraries or individuals requesting copies by filling out and returning the attached blank by April 1st.

Marian Wickline, Chairman
Duplicate Exchange Committee

- -

Miss Marian Wickline
c/o Western Division
The Dow Chemical Company
P. O. Box 351
Pittsburg, California

Please send us a copy of the Spring 1952 issue of the Duplicate Exchange List of the SF Bay Region Chapter, SLA.

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SLA SF Chap Bull 22:6 Mr 52 (loose)

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Editor: Gwendolyn Lloyd
Assistant Editor: Joseph E. Ryus

Vol. 22, No. 7
April 1952

VISIT STANFORD, APRIL 16, 1952 - DINNER RESERVATIONS DUE APRIL 9, 1952

WHERE:	Stanford University. Dinner at Stanford Union Dining Room
WHEN:	April 16, 1952 (Wednesday). Dinner at 6:45 p.m. Be on time.
PRICE:	Dinner: $2.70 incl. tax and tip. (More if we are late.)
RESERVATIONS:	Telephone by Wednesday, April 9, (or noon, April 10, at latest) since Stanford Union Dining Room requires early reservations. East Bay: Oakland Public Lib. telephone operator, HIgate 4-8272 S.F.: Standard Oil Lib., SUtter 1-7700, Ext. 2945
TRANSPORTATION:	If you need transportation or can furnish transportation, call Miss Ellen Cornish (HIgate 4-8272) or Miss Eugenia Ironside (OL 3-2100)

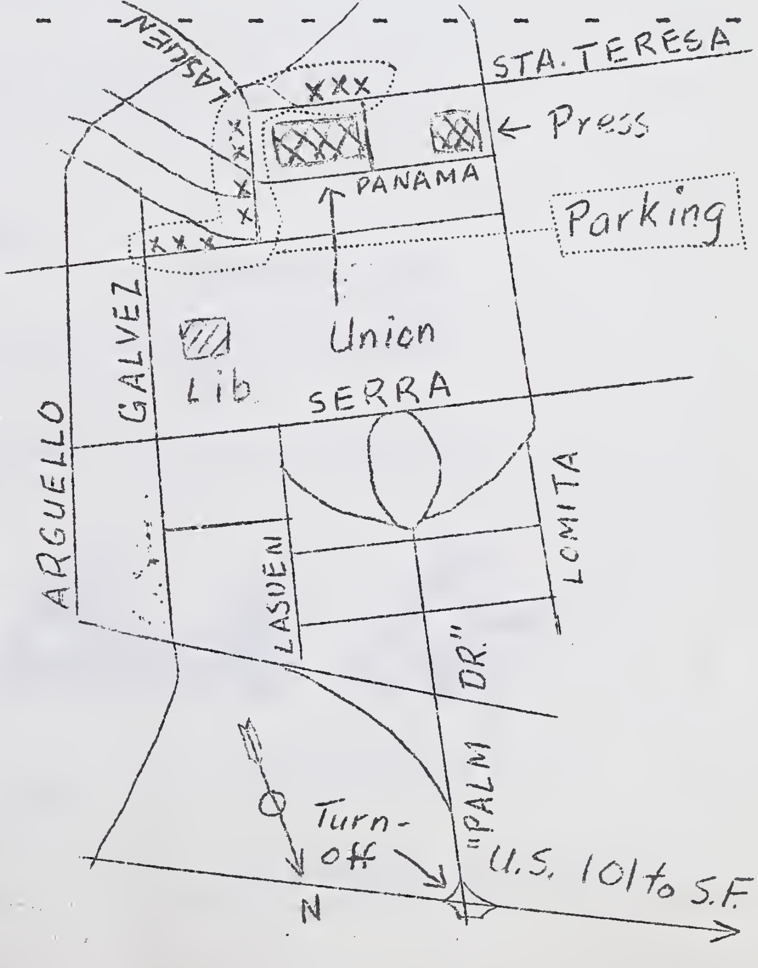
- -

Following dinner in the Stanford Union Dining Room, Mr. Donald Bean, Director of the Stanford University Press, will speak briefly on the work of the Press. A visit to the Press and to the Library to see the Rounce & Coffin Club exhibit of Western Books will conclude the meeting.

BE ON TIME! BE EARLY!

If dinner is not begun at 6:45 as scheduled, there will be an additional charge of 20 cents per plate for each quarter-hour delay to provide overtime wages for the dining-room employees.

The map sketched in the next column will help you find your way to parking areas, the Union, etc. Note that SOUTH is at the top of the map. (Not to scale)



CHAPTER NEWS

The Publications Committee met on March 27 to discuss plans for publication of the Union List of Periodicals. Mr. Glenn Maynard, Committee Chairman, reports that cost estimates from publishers are slow in coming, and that much of their work is delayed until these are received.

Mr. Laurence J. Clarke, Chief Librarian, San Francisco Public Library, was heard at 5:15 p.m., March 10, on the KCBS "Jane Todd Show" in an interview on "California Library Week."

Miss Harriet Collopy, Librarian of the Parkside Branch, San Francisco Public Library, was a guest on Marjorie Trumbull's "Exclusively Yours," at 4 p.m., March 11, on KRON-TV. These two programs on which our chapter members appeared were part of a series of radio broadcasts and telecasts on local stations in observance of California Library Week, March 10-16.

Miss Anne Burnett, Librarian, World Affairs Library, is recovering from a recent operation and will not be back at work until the middle of April.

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METHODS MEETING ON PARLIAMENTARY LAW HELD IN MARCH

The 1951 methods meetings were held March 6th and 20th in the large conference room of the World Affairs Council, San Franciso, with Mrs. Alice F. Sturgis, parliamentarian and author of the Sturgis Standard Code of Parliamentary Procedure (New York: McGraw-Hill, c1950), as guest speaker. Mrs. Sturgis spoke for about half an hour at the beginning of each meeting on various parliamentary motions and then had the members "meet" to practice what she had been discussing. At the first meeting we were Local 184, ILWU; and at the second, the Princeton football team.

Local 184 first voted on a motion to send a bouquet of flowers to Senator Taft. A series of amendments, objections and other parliamentary maneuvers furnished practice and hilarity. Next "Brother" Brenner was voted two minutes to describe labor conditions in Europe as observed during "his" recent visit there. Brother Brenner attempted some parliamentary finagling, but finally capitulated. The two minutes expired in the middle of the Bibliothèque Nationale, Mr. Carnovsky, and the Gutenberg Bible. Time was extended.

An enthusiastic teacher, Mrs. Sturgis explained that the frivolous subject matter resulted in greater concentration on learning the forms of the various kinds of parliamentary motions. Certainly the practice sessions impressed the 45-50 members and guests with the purpose, the application and philosophy of parliamentary law, which, as Mrs. Sturgis pointed out, has its base in democratic procedures. Her lectures explained how parliamentary law allows the will of the majority to prevail, while at the same time protecting the rights of minorities and bringing forth compromises that get the work of the group done.

MAY MEETING SCHEDULED FOR THURSDAY, MAY 15.

Vacations, week-end outings, etc. are in the air with the approach of summer. Tentative plans have been made for a travel talk at the May meeting. Come and get some good ideas for summer trips.

HAVE YOU SEEN?

"The Company Library: What It Is and Does" by Rose L. Vormelker, in Journal of Industrial Training, September-October, 1951, is reprinted as a pamphlet by publishers. Miss Vormelker also has an article in The Librarian and Book World, June 1951: "Can the Public Library serve business?"

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MEMBERSHIP CHANGES

The chapter just about broke even in membership this past month, with nine new members reported and eight members dropped. Let's try to increase the increase during the rest of the year. The new members are:

Miss Harriet Wray Cummings, Univ. of Calif. Lib. School, Berkeley 4
Mrs. Elaine Fain, Univ. of Calif. Lib. School, Berkeley 4
Mr. Joseph Carmoreau Hatie, Oakland Public Library
Mrs. Edna Hubbard, Shell Development Co. Library, Emeryville. Mrs. Hubbard was formerly a member of the General Reference Service staff, Univ. of Calif. Lib., Berkeley.
Miss Jean M. Legg, International House, Berkeley 4
Miss Cecilia McFadden, 1928 Grant St., Denver 3, Colo. (Univ. of Denver student)
Mrs. Eleanor M. McNinch, c/o Col. J.H. McNinch, M.C., Medical Section, GHQ, FEC, APO 500, c/o Postmaster, San Francisco
Miss Isabel Small, Asst. Libn., Golden Gate College, San Francisco 5
Miss Jane Wilson, Asst. Libn., Committee for a Free Asia, San Francisco 19

HAVE YOU MADE YOUR RESERVATION FOR THE DINNER AT STANFORD? DO SO BY APRIL 9.

SLA INTERNATIONAL CORRESPONDENCE POOL

Many small ties between countries will do their part towards international cooperation and peace just as much as the big but impersonal endeavors at the government level. The SLA International Relations Committee, as part of its program to promote better relationships with other countries, has been sponsoring an International Correspondence Pool. Any interested special librarian or literature specialist can join by designating the country, subject matter, and language in which correspondence with a professional partner is desired. This information is sent to the library association of the foreign country in question, which will send us the name of a suitable correspondent. The two are left on their own to exchange letters.

What types of requests are received by the Committee? For example, the British librarians working in the field of aeronautics have decided to form an association. They want to hear what we have done along these lines: how we catalog, what classification systems we prefer, what abstracting systems we use, how we obtain reprints. Since each British aeronautical librarian has an individual correspondence with an American librarian in the same field, the librarians as a group get a variety of information.

The librarian of the National Diet Library in Tokyo wants correspondence with chemical librarians in China, Australia and New Zealand. Much of the literature in those areas has been destroyed by the war and bibliographic exchange with library friends in neighboring areas seems to be the best answer. A librarian of a paint and varnish company in Sweden corresponds with one in the plastic industry in this country on the literature of coating and paints. There are many similar examples.

One of the next steps and somewhat based on overseas correspondence is a plan of an actual overseas exchange of librarians on a short-term basis. While the exchange of librarians is still in the planning stage, applications for this phase of the international-relations program might be the best means of making it come true.

If you wih to join the correspondence pool, send your request and the following information to Miss Kate C. Ornsen, Sun Oil Co., Marcus Hook, Pa.

Name
Address
Country with which desire correspondence
Type of library
Write English: Yes or No
Prefer to write in the following language:
Special requests

SLA NATIONAL NEWS

Suggestions for SLA Award Winner Solicited

If any member or group of members are interested in helping to select the SLA Award winner for 1952, please write the chairman of the Award Committee, Mrs. Ruth Hooker, Librarian, Navy Department, Washington 25, D. C. Suggestions may be of any SLA member who is considered to have made a substantial contribution to the furtherance of the special library profession. In making suggestions, the accomplishment of the person being nominated should be set forth to aid the committee in its decision.

Student Loan Fund Contributions Still Needed

A contribution to the Student Loan Fund is a very tangible way to help assure high level of professional skill for special libraries in future years. By lending money interest free, the Fund has helped a number of librarians to complete their academic education. By increasing the amount in the Fund, we can help a greater number. More contributions are needed to reach the goal of $5,000 in the Loan Fund.

Donations from the S.F. Bay Region Chapter will be collected at the April meeting.

There is now over $1,000 available in the Loan Fund, enough to make several small loans. If any members wish to borrow from the Fund for the summer sessions of 1952, they should apply two months before the beginning of the session to the chairman of the Student Loan Fund Committee, Margaret R. Sagers, Pure Oil Company Central Library, 35 East Wacker Drive, Chicago 1, Illinois.

Special Libraries Managing Editor Resigns

President Aspnes has announced the resignation of Mr. Harry R. Snowden, Jr., as the Managing Editor of Special Libraries. To replace him until June 1, 1952, Miss Dora Richman, former librarian at Consumers Union in New York City, has been appointed to serve as "acting associate editor."

SLA Convention - Plan Now to Attend

Every member should have received in March a copy of the Preliminary Program of the Convention. A more detailed program will appear in later issues of Special Libraries. Send in your hotel reservation and advance registration cards now. Save the dates: May 25-30. It's just the time for a vacation before or afterwards.

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San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Editor: Gwendolyn Lloyd
Asst. Editor: Joseph E. Ryus
Vol. 22, No. 8
May 1952

MAY CHAPTER MEETING

WHERE:	Fly Trap Restaurant, 73 Sutter St., San Francisco
WHEN:	May 15, 1952 (Thursday). Dinner at 6:30 p.m.
PRICE:	Dinner $2.65 incl. tax and tip
RESERVATIONS:	Telephone by Tuesday, May 13, 5 p.m. East Bay: Oakland Pub. Lib. telephone operator, HIgate 4-8272 S.F.: Standard Oil Lib., SUtter 1-7700, Ext. 2945

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MAY PROGRAM

Mr. Joseph B. Haggerty, our guest speaker, will discuss week-end trips near the Bay area and will plan three or four of them for us. He will also show a color film of scenery along the Pacific coast and of fighting snow in the Sierras.

The Chapter Nominating Committee will present its report to the members, and nominations will be open from the floor.

JUNE MEETING

The June meeting will feature reports on the SLA Convention by members who attended. Be sure to come for these eye-witness accounts. New officers for 1952 - 1953 will also be installed.

SLA NATIONAL ELECTIONS

Remember to mail your ballot for national officers. To be valid it must reach headquarters not later than May 19, 1952 9 a.m. Better be early than late.

SLA DUES

Have you paid your 1952 dues? Headquarters announced that unpaid members were dropped March 31, 1952, as specified in the Constitution and By-Laws.

NEW YORK SPECIAL LIBRARIES

Attention Conventioneers! An article on outstanding special libraries in New York by Harold L. Roth, Asst. Librarian, New York Times, was published in Library Journal, March 15, 1952.

SLA CONVENTION NEWS & CHAPTER PARTICIPANTS

Special libraries for April 1952 contains the Preliminary Program of the Annual Convention, to be held in New York, May 26-29, 1952, with headquarters at the Statler Hotel. Two of our chapter members are listed as participants. Miss Isabella Frost, Librarian, Lansing Library, Safeway Stores, is a member of a panel discussion on staff problems to be held Tuesday morning, May 27. This is open to all members. Miss Thelma Hoffman, Librarian, Shell Development Company, is a speaker at the joint round-table discussion on petroleum libraries which will be held on Monday afternoon, May 26, by the Petroleum Section of the Science-Technology Division.

The Science-Technology Division has organized an Institute on the Administration and Use of Technical Research Reports which will be presented as a post-convention feature on May 30-31. Speakers on the program will represent government agencies and university and industrial libraries which are active in the dissemination and control of technical reports of major research organizations.

In addition to Isabella Frost and Thelma Hoffman, the following chapter members are planning to attend the convention in New York: Helen Brenner, Barbara Crowley, Elizabeth Holden, Janet Thomas, Margaret Uridge, and Marion Wickline.

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APRIL MEETING

The April chapter meeting was held at Stanford University on Wednesday, April 16. Following dinner in the Stanford Union dining room, Mr. Donald Bean, Director of the Stanford University Press, spoke on the subject of scholarly publishing, drawing on his 35 years' experience as director of the University of Chicago Press and of Stanford University Press. According to Mr. Bean, scholarly publishing differs from commercial publishing in only three aspects: (1) criteria for selection of manuscripts, (2) source of working capital, and (3) criteria by which results are judged.

1. Manuscripts are selected for publication by a university press on the basis of their potential contribution to knowledge by vote of faculty members of the Publications Committee and with the advice of specialists in the subject field of the manuscript. The mundane financial aspect of making a profit on the publication is not considered in the selection, while for commercial publishers it is the important criterion. Mr. Bean stated that in each of his 35 years as a university press director he had a deficit. Since most of the works published are directed to a limited audience, no profit is anticipated. On the average, only one out of ten university press publications returns the cost of publication, and even fewer show a profit.

2. Working capital is usually provided by subsidies from government agencies, foundations, societies and universities which contribute funds in order to secure publication of the results of research carried on under their auspices. Relieved of the necessity of providing the working capital from sales profits, the scholarly presses are able to publish the results of significant research and other important works, thus making available to the small but appreciative audience, material which would otherwise go unpublished.

3. The results of the publication program of a scholarly press are not judged by the volume of sales or size of profits. A publication is deemed successful if it receives enthusiastic reviews in scholarly journals or if it is purchased by most of the small group of specialists to which it was directed. If a work has a small sale or receives indecisive reviews, it may be justified on the basis that it presents ideas far in advance of current scholarly thinking and points the way to future developments or opens new fields of thought. Scholarly publication is the last step in research, and so far no substitute has been found for this means of testing the results of research by submitting the printed account to the searching criticism of other specialists in the field.

(continued on next page)

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APRIL MEETING--continued

Mr. Bean illustrated his points by citing several specific examples of publications issued by the University of Chicago and Stanford University presses.

Following his talk, Chapter members were given the opportunity to tour the Press, guided by Press employees. April 16 was Open House night with a skeleton staff performing some of the key operations involved in printing and publishing a book. Special exhibits were arranged for the edification of the visitors.

Chapter members were also invited to visit the Stanford University Library to see the Rounce & Coffin Club exhibit of Western Books.

HAVE YOU SEEN?

The March and April issues of Special Libraries appeared in new slick paper covers, which give the magazine a livelier appearance. The March issue included several practical articles on methods and training by Mignon Gill, Irene M. Strieby, Bill M. Woods, Alice V. Neil and Harvey E. Bumgardner, and also Geneva Seybold's "Here is a Company Library" (Detroit Edison Co.). The April issue features the Convention program.

LIBRARY SERVICES BILL

ALA's Washington Office has announced that the eight identical Library Service bills are pending in the House Education and Labor Committee awaiting the scheduling of hearings. In talking with Congressmen, Miss Bennett finds that many of them have received very little mail about the Bill. She asks, "Please write!" In the Senate the Library Services Bill (S. 1452) is ready for floor action. Librarians are asked to make their views on this Bill known to their Senators.

ALA suggests that anyone visiting in Washington in the next few months pay personal visits to their congressmen in behalf of the Library Services Bill, as these visits would be extremely valuable. Special librarians benefit indirectly, if not directly, from improvement in general library services, so we should lend our support toward securing passage of this legislation.

Both the *California Librarian* and Harry Rowe, California Library Association Federal Relations Committee Chairman, have released important information on this Bill. The ALA Washington office has prepared a brochure *Knowledge is Power* which is for use with lay groups in trying to increase interest and stimulate action in support of the pending Library Services Bill.

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CHAPTER NEWS

Two new members have been reported since the last Bulletin went to press:

Mrs. Rachael E. Jones, Librarian
Guy F. Atkinson Company
10 West Orange Avenue
South San Francisco, California

Miss Barbara Ann Reinero, Librarian
Coalinga Union High School and Junior College
Coalinga, California

Miss Patricia Golton is now Librarian for the California Fish and Game Commission, San Francisco. She was formerly a member of the staff of the Giannini Library of Agricultural Economics, University of California, Berkeley.

The following members attended a meeting on Work Simplification at the University of California at Los Angeles on Saturday, April 19: Miss Barbara Crowley, Miss Isabella Frost, Mrs. Amy Rose, Joseph Ryus, Miss Alleen Thompson, Mrs. Margaret Uridge. The Institute was sponsored by UCLA Library and the Southern California Chapter of SLA. About 200 persons attended.

BERKELEY
2
CALIF.

Miss Miriam G.Peevey
Reference Dept.
Mechanics Institute Library
57 Post Street
San Francisco 17,Calif.

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Editor: Gwendolyn Lloyd
Asst. Editor: Joseph E. Ryus

Vol. 22, No. 9
June 1952

ANNUAL BUSINESS MEETING, JUNE 18, 1952

WHERE Tai Ping Cafe, 708 Grant Ave., San Francisco
(Chinese dinner planned, but American food available)

WHEN Wednesday, June 18, 1952, 6:30 p.m.

PRICE Dinner: $2.30 including tax and tip

RESERVATIONS Telephone by Monday June 16:
East Bay: Oakland Pub. Lib. telephone operator, HIgate 4-8272
S.F.: Standard Oil Lib., SUtter 1-7700, Ext. 2945

PROGRAM Annual Chapter business meeting and installation of new officers.
Reports on SLA national convention.

++ ++

MAY MEETING

The May Chapter meeting was held Thursday, May 15, with dinner at the Fly Trap Restaurant, San Francisco. During the brief business meeting which followed, Eugenia Ironside, our President, read the report of the Nominating Committee and asked for nominations from the floor. The report was approved with no additional nominations. The President then read the resolution submitted to the SLA Executive Board by the Western New York chapter, urging that the Board take action to support the Council of National Library Associations in furthering the standardization of periodical format and bibliographic information. After a brief discussion it was moved, seconded, and passed that the chapter should send to National an expression of our approval of this resolution.

As part of the travel program for the meeting, Mr. Joseph B. Haggerty of the Southern Pacific Railroad showed the second part of a color film "This is Our Railroad" which depicted scenery along the routes of the railroad on the West Coast, in the Southwest, and in the Sierras. He then told of several trips that can be made over a week-end.

CHAPTER ELECTIONS - MAKE YOUR VOTE COUNT

Members in good standing (i.e. those who have paid 1952 dues) will receive with this Bulletin a ballot and addressed envelope for its return. Follow instructions on the ballot and mail it by the date designated.

REPORTS OF OFFICERS AND COMMITTEES, 1951/52

PRESIDENT'S REPORT

It has been a pleasure to work with all of you during this year and I hope that the program and activities have been of interest.

At this time I wish to express my sincere appreciation to you for your splendid cooperation and support throughout the year. To the officers and committee chairmen and members a special vote of thanks for your work and assistance in carrying out the year's activities.

The program under the direction of Ellen Cornish has been a varied one: visits to libraries--those of the Wine Institute and the University of San Francisco and the visit to the Stanford University Press; an excellent meeting on inter-library cooperation; the joint meeting with members of the Southern California Chapter at which we exchanged ideas on chapter and national activities; and the meetings with Mrs. Alice Sturgis on parliamentary procedure--her presentation of the material was a delight to all who heard her. We learned a bit on how to conduct and participate in meetings and had such fun doing it. Another speaker who stands out particularly in my mind was Madame Briet of the Bibliothèque Nationale in Paris. She spoke so entertainingly on libraries and library training in France.

The membership roll as of April 30 stands at 195, an increase of fifteen members or eight percent. The report of the Employment Chairman stating that the demand for library-school-trained people is greater than the supply may be a contributing factor in the small membership increase for this year.

A brief résumé of the activities of the committees who worked so diligently and well all year follows:

The Archives Committee's main activity was arranging the Archives Files in a more orderly fashion.

(continued on next page)

The Bulletin Committee published an issue before each regular meeting and kept the membership well informed on chapter and national activities. The advertisements obtained by the Advertising Committee, although not sufficient to pay the entire cost of the bulletins, accounted for approximately two-thirds of the total cost.

Duplicate Exchange lists were issued in the fall and spring with requests for them being received from as far away as Hawaii.

The Employment Committee was again very active; however, to date only four positions have been filled, with four positions pending.

The Hospitality Committee acquainted us with new members and guests by introductions at meetings. Place cards were provided at all dinner meetings.

The Publicity Committee supplied news releases for all meetings to local newspapers.

The Publishing Committee was reactivated this year. The work of compiling the Union List of Serials was completed after three years of untiring labor by the Union List Committee and turned over to the Publishing Committee in January. Requests for bids have been submitted to several publishers, and although to date the list has not been turned over to a publisher, it is hoped that it will be accepted for publication soon.

Respectfully submitted,
EUGENIA IRONSIDE, President

SECRETARY'S REPORT

General Meetings for September, October, November, January, February, and April have been recorded by the Secretary, as well as minutes for the Executive Board meetings which were held in July, August, September, November, and March. The usual business correspondence was handled by the Secretary during the year.

Respectfully submitted,
MIRIAM F. HORN, Secretary

TREASURER'S REPORT

Trial Balance Sheet
April 14,1952

RECEIPTS

From National	$233.43	
Advtg. in Bulletin	50.00	
Miscellaneous	3.15	
Cash carried forward from last year	358.42	
Total Receipts		$645.00

EXPENDITURES

Bulletin labor	$22.85	
" supplies	49.60	
" postage	34.53	
General postage	1.95	
Checking a/c charge	1.00	
Dinner guests	10.05	
Misc. (incl. binding 3 v. of Bulletin)	9.12	
Total Expenditures		$129.10

CASH IN BANK, April 14, 1952 $515.90

Respectfully submitted,
MARJORIE DEANER, Treasurer

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Los Angeles 14

ADVERTISING COMMITTEE

April 16, 1952

The following orders for advertisements in the Chapter Bulletin were secured for th period September 1951 - June 1952:

J. W. Stacey, Inc.	9 one-half page insertions
Technical Book Co.	9 one-half page insertions
Golden Gate College	4 one-half page insertions

To date, invoices have been rendered and paid for as listed below:

J. W. Stacey, Inc.	3 insertions	$12
Technical Book Co.	3 insertions	12
Golden Gate College	2 insertions	8
TOTAL revenue received to date		$32

Invoices now being mailed out covering advertisements which have been run, are:

J. W. Stacey, Inc.	3 insertions	$12
Technical Book Co.	3 insertions	12
Golden Gate College	1 insertion	4
TOTAL amount billed and not paid		$28

Revenue to be received on future advertisements:

J. W. Stacey, Inc.	3 insertions	$12
Technical Book Co.	3 insertions	12
Golden Gate College	1 insertion	4
TOTAL amount anticipated on future ads		$28

TOTAL revenue received and to be received - - - - - - - - - - - - - - $88

Respectfully submitted,

EMMA G. WEST, Chairman

ARCHIVES COMMITTEE

During the year, files were moved to the second floor at Mechanics Institute, and the bound volumes of the Bulletin were added.

Respectfully submitted,

MIRIAM G. PEAVEY, Chairman

BULLETIN COMMITTEE

April 16, 1952

Eight issues of the Bulletin will have been published during the period September 1951 - June 1952, plus a single-sheet announcement for the October meeting. The October-November Bulletin was a double issue, and none was published in December. Approximately 265 copies of each issue were mailed to chapter members, national officers and headquarters personnel, all other chapter Presidents, and Bulletin editors. Bulletins were mailed 10-12 days prior to the meetings.

(continued on next page)

(Bulletin Committee--continued)

A plate for Stacey's revised ad was purchased, and multilithed copies of the masthead, Stacey's, and Technical Book Co.'s ads were made. Four reams of paper, including sufficient supply of each multilithed sheet for two issues of next year's Bulletin will be turned over to next year's committee.

The Chairman wishes to express appreciation to the assistant editor, Joseph E. Ryus, for his assistance in the production and distribution of the Bulletin, and to the members of the Bulletin Committee for their assistance in its distribution: Miss Beverly Hickok, Mrs. Josephine S. Norten, Miss Geraldine Scalzo, Mrs. Sara P. Shepherd, and Miss Janet Thomas.

Expenses

The expenses given below include an estimated $11 for postage for May and June issues and an estimated $13 for mimeographing the April, May, and June issues.

Supplies	$49.60	
Postage	45.53	
Mimeographing	35.80	
Total, incl. est. for remainder of year		$130.93

Respectfully submitted,

GWENDOLYN LLOYD, Chairman

DUPLICATE EXCHANGE COMMITTEE

The usual fall and spring issues of the Duplicate Exchange List were published this year. Printing was again done without cost to the chapter. There were fifteen contributors to the fall list and eighteen to the spring list. Forty-seven copies of the fall list were distributed, and forty-eight copies of the spring list had been distributed at the time of writing of this report. One request for the fall list was received from Hawaii. The most distant requests for the spring list have been from Salt Lake City and from Shreveport, Louisiana.

Respectfully submitted,

MARIAN WICKLINE, Chairman

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EMPLOYMENT COMMITTEE

April 15, 1952

The slowness in the employment field this year came chiefly from the fact that the registrants could not be fitted to the jobs listed with us. There was a demand for library-school-trained applicants which we could not fill.

New applications received	36
Applicants interviewed	28
Positions listed	19
Professional	12
Non-professional	7
Positions filled	4
Professional	2
Non-professional	2
Referrals	15

Four positions are pending, as of April 15, to three of which, applicants have been referred.

Thirty-eight letters were written to applicants, plus fifteen postcards of inquiry as to whether certain applicants wished to be continued in the active file.

Respectfully submitted,

ELIZABETH H. HOLDEN, Chairman

MEMBERSHIP COMMITTEE

April 16, 1952

The number of members in the San Francisco Bay Region Chapter, by classes, as of April 16, 1952, is as follows:

Active	123
Associate	56
Institutional	8
Life	1
Student	5
Sustaining	2
TOTAL - - - - - - - - - -	195

According to Chapter records, this represents an increase of 15 members for the year.

Last year's chairman, Elise Hoffman, turned over records in excellent shape, since they had just been checked against National's list of members. However, there is again this year the difficulty of keeping the membership list up-to-date, due in part to the time lag in receiving membership information from National.

Publication of a membership directory was scheduled for May 1952. Unnecessary burdens of compiling this directory were caused by members failing to notify National and local Chapter of changes of names, addresses, and jobs. Local members can do their part by remembering to report such changes to National, with a carbon copy of the letter to the local membership chairman.

Prospective members were contacted in person or through correspondence. Local members were very helpful in suggesting new members.

Respectfully submitted,
DORIS LANCTOT, Chairman

PROGRAM COMMITTEE

Nine meetings were held during the 1951/52 season. They were as follows:

September: We were entertained by the Wine Institute, and had dinner at New Delmonico. Mrs. Miriam Horn arranged the program.

October: We had a joint meeting with the Southern California Chapter during the CLA convention at the Fairmont Hotel.

(continued on next page)

November: After dinner at the Robin Hood Inn, Mrs. Alice Sturgis spoke to us on parliamentary law.

January: We visited the library of the University of San Francisco and had dinner there. The program was arranged by Doris Lanctot.

February: After dinner at St. Julien's, Margaret Uridge and Margaret Rocq spoke to us on interlibrary cooperation, especially interlibrary loans.

March 6 and 20: Mrs. Alice Sturgis presented us with a two-evening course on parliamentary law, at the World Affairs Council.

April: We visited the Stanford University Press and had dinner at the Student Union. Mr. Donald Bean of the Stanford University Press arranged the program.

May: After dinner at the Fly Trap, we enjoyed a travel program on week-end trips in California presented by Mr. Joseph B. Haggerty of the Southern Pacific.

June: The usual annual business meeting is scheduled for June.

The program chairman wishes to thank the many members and friends who helped arrange and instigate these programs.

Respectfully submitted,

ELLEN J. CORNISH, Chairman

PUBLICITY COMMITTEE

Publicity stories have been sent out on each meeting to seven Bay Area papers. In addition a story was sent to the Palo Alto Times on the meeting at Stanford University, April 16.

Dorothy Krisher and Johanna Fritsche, serving as members of the Committee, have checked the papers on publicity for each meeting, and it is with regret that we report that publicity results have been negligible.

There has been no general meeting of the three publicity committee members, but it is planned to spend an evening soon to bring the publicity records up to date and to see that all stories are pasted in the clipping book.

Respectfully submitted,

MARJORIE SCHULER, Chairman

UNION LIST COMMITTEE

The Union List Committee completed its work on the new edition of the "Union List of Serials - San Francisco Bay Region Chapter" in January 1952. This project has now been given to the new Publications Committee, which promises to have our work on the presses in a short time.

The Committee has been working on the Union List, meeting one night each week, since November 1948 and feels that it has given the Chapter a worth-while reference tool.

It has been a most cooperative and industrious committee. To them, Caroline Martin, Margaret Rocq, Agnes Reinero, Katherine Karpenstein, and Ruth Lyons I wish to extend my sincere appreciation.

Respectfully submitted,

HARRIET COLLOPY, Chairman

+ +

NEW MEMBER: Miss Marilyn H. Mann, Technical Librarian, Research Dept., Shell Oil Co., Martinez.

TRANSFERRED: Miss Constance Hoover, Medical Library, U.S. Naval Hospital, Corona, has transferred to the Southern California chapter.

The Pan American World Airways Library, Phyllis Anderson, Librarian, rated a half-page article plus a full page of pictures in the Clipper for April 17, 1952, the eight-page magazine of the Pacific-Alaska Division of PAA.

Did you know that the San Francisco Bay Area Chapter of SLA was the fifth chapter to be organized? It was organized in 1921 and was preceded only by Boston (1910), New York (1913), Philadelphia (1913), and Cleveland (1919).

› › › › ‹ ‹ ‹ ‹

Best wishes to all members for a fine summer. When September rolls around, begin thinking about SLA and turn out for the first chapter meeting of the new association year.

Miss Miriam G.Peevey
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Mechanics Institute Library
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San Francisco 17,Calif.

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San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Editor: Eloise Ryan
Vol. 23, no.1
Sept., 1952

SEPTEMBER DINNER MEETING

WHERE	Press & Union League Club, 555 Post St., San Francisco
WHEN	Wednesday, September 24, 1952. Cocktails at 6:00; Dinner at 6:30
PRICE	Dinner: $3.00
RESERVATIONS	Telephone by Monday, Sept. 22: East Bay: Oakland Pub. Lib., telephone operator, HIgate 4-8272 S.F.: Standard Oil Lib., SUtter 1-7700, Ext.2945
SPEAKER	Raymond Reeves, Vice President and Research Director of the S.F. Bay Area Council, Inc. (devoted to the economic and civic development of the 9 counties bordering the S.F. Bay) on the Council's program and achievements, and an outline of its research activities. Mr. Reeves, a lively and entertaining speaker, will describe the resources of the Council and suggest how it and S.L.A. can be mutually useful. Mr. Reeves is also Research Director for the Bay Area Real Estate Research Committee.

* * *

PASADENA JOINT MEETING

A joint meeting of the Southern California Chapter and the S.F. Bay Area Chapter is scheduled for Oct. 25, in connection with the Pasadena C.L.A. convention. Members able to make this trip are urged to consider it seriously, as it is certain to be worthwhile. The National President, Miss Elizabeth Ferguson, will be present at a luncheon gathering, and available for questions afterward--an opportunity not too frequent for us in the West. Will those planning to attend this luncheon please call our Chairman of the Special Committee on the Joint Meeting, Miss Alleen Thompson, UNderhill 1-8700, by Oct.15, so that the southern group can plan proper accomodations.

UNION LIST

NOW IS THE TIME ... to send in your order for the NEW Union list of Periodicals in the San Francisco Bay Region, Second Edition. Last month each library in this area was sent an announcement that the new Union List will soon be off the press and available to Chapter members at $4.50 per copy, $5.00 per copy to others (plus sales tax in Calif.) It lists peridocial and newspaper holdings of 42 libraries in this area, including 18 libraries not covered in the earlier compilation published in 1939. The special feature of the new volume is the inclusion of newspapers, trade union papers and important house organs. It should, however, be used in conjunction with the first edition, which lists annuals, reports, yearbooks, monographs and other serials and gives the history of title changes and volume numbers.

A few copies of the first edition are still available for those who don't have this valuable source book. The Union List of Serials in the San Francisco Bay Region, First Edition, 1939, may be purchased from Stanford University Press at $5.00 per copy plus sales tax.

Your order for the new Union List of Periodicals in the San Francisco Bay Region, Second Edition, 1952, should be sent to:

Miss Marie Koutecky
Standard Oil Company of California Library
Box 3495, San Francisco 20

and should, if possible, be accompanied by check made payable to Special Libraries Association. Price is $4.50 to Chapter members, plus sales tax of 3½ o/o (16¢ per copy) in San Francisco, 3 o/o (14¢ per copy) elsewhere in California.

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CHAPTER OFFICERS, 1952-53

President
Miss Doris Lanctot
Bechtel Corporation
101 California St. S.F. 11

Vice President & President-Elect
Miss Katherine Karpenstein
Standard Oil Co. of California
225 Bush St. , S.F. 20

Secretary
Miss Johanna Fritsche
Lansing Library Service
P.O. Box 660, Oakland 4

Treasurer
Mrs. Marjorie Deaner
Pacific Gas & Electric Co.
San Francisco 6

First Director and Program Chairman
Mrs. Amy W. Rose
Pillsbury, Madison & Sutro
225 Bush St., S.F. 20

Second Director and Hospitality Chairman
Mrs. Helen C. Brenner
Radiation Laboratory Library
University of California, Berkeley 4

Immediate Past President
Miss Eugenia Ironside
Shell Development Co.
4560 Horton St., Emeryville

COMMITTEE CHAIRMEN, 1952-53

Advertising (Pending as of 9-4-52)

Archives
Miss Mary K. Logan
Mechanics Institute Library
57 Post St., San Francisco 4

Bulletin
Miss Eloise Ryan
Medical Library
Veterans Admin. Hospital
42d Ave. & Clement St., S.F. 21

Hospitality
Mrs. Helen C. Brenner
Radiation Laboratory Library
University of California , Berk. 4

Duplicate Exchange
Miss Marian Wickline
Dow Chemical Co., Western Div.
Pittsburg

Employment
Miss Signe Ruh Ottersen
U.S. Dept. of Agriculture Library
626 Appraisers Bldg.
630 Sansome St., S.F. 11

Membership
Miss Katherine Karpenstein
Standard Oil Co. of California
225 Bush St., S.F.20

SPECIAL COMMITTEES

Union List Publicity
Miss Margaret Rocq, Coordinator
Mr. Glenn Maynard, Publication ✓
Miss Isabella Frost, Publicity
Miss Marie Koutecky, Sales

S.L.A. Joint Meeting
Miss Alleen Thompson, Chairman
Calif. Dept. of Health

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NOTES

The 1952-53 San Francisco Bay Region Chapter Membership Directory is now on sale at 50 cents per copy. Order from:

Doris Lanctot
Bechtel Corporation
101 California St.
San Francisco 11

Copies will also be available at the September meeting.

* * *

The S.F. Better Business Bureau advises S.L.A. members to check with them before placing subscription renewals with itinerant solicitors. They receive notice of registered crews. A man named Armand Champagne may be in the area with credentials fraudulently obtained from the National Literary Association.

* * *

You might like to look at an article entitled "Bank of Canada's Library", by its Librarian, Helen Costello, in Bankers Monthly, Aug. 1952, p 40.

* * *

ACCOLADE

Anne Burnett, of the World Affairs Council, recently returned from New York after having been called East to survey library requirements for the Carnegie Endowment for International Peace. This organization will soon be moving into their new ultra modern building, opposite the U.N. Secretariat. We, as a chapter, are honored that one of our members was chosen for this important assignment.

SAN FRANCISCO, CALIF. 17 1952

UNITED STATES POSTAGE
JOHN ADAMS
2 CENTS 2

Miss Mary K. Logan
Mechanics Institute Library
57 Post St.
San Francisco 4, Calif.

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Editor: Eloise Ryan

Vol. 23. no. 2
Oct., 1952

OCTOBER DINNER MEETING HONORING NATIONAL PRESIDENT

WHERE	Bar Association lounge, 220 Bush St.(Mills Tower) S.F.
WHEN	Tuesday, Oct. 21, 1952. Cocktails at 5:30; Dinner at 6:30
PRICE	Dinner: $3.25, tax and tip included
RESERVATIONS	Telephone by Friday, Oct. 17: East Bay: Oakland Pub. Lib., telephone operator HIgate 4-8272 S.F.: Standard Oil Lib., SUtter 1-7700, Ext. 2945
INDUCEMENTS	Members are urged to come, and come early, in order to take advantage of this opportunity to meet and talk with our national President, Miss Elizabeth Ferguson. An attractive, informal buffet dinner is planned, and you'll enjoy the junior "top o' the Mark" setting with its fine view over the Bay.

Members attending the joint Northern-Southern S.L.A. luncheon in Pasadena are again reminded to contact Miss Alleen Thompson in the State Dept. of Public Health. That's UNderhill 1-8700, Ext. 823.

SUMMER SCHOOL AT CAL?

The Faculty of the School of Librarianship of the University of California is preparing a request for the inauguration of a three-year program leading to the B.L.S. degree, beginning in the summer of 1953. An accurate estimate of probable enrollment is needed immediately. If you or anyone you know is interested in attending the school of Librarianship in Berkeley next summer, please write Dean J. Periam Danton at once.

TO MEMBERS OF SAN FRANCISCO BAY REGION CHAPTER

SPECIAL LIBRARIES ASSOCIATION

The Duplicate Exchange Committee is preparing to issue the Fall edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by October 31, 1952 at the latest. They may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

"Want" lists need not be accompanied by lists of contributions, and any member, whether a contributor or not, is welcome to a copy of the complete publication.

Distribution of the list will include contributors and all other libraries or individuals requesting copies by filling out and returning the attached blank by October 31st.

Marian Wickline, Chairman
Duplicate Exchange Committee

Miss Marian Wickline
c/o Western Division
The Dow Chemical Company
P.O. Box 351
Pittsburg, California

Please send us a copy of the Fall 1952 issue of the Duplicate Exchange List of the SF Bay Region Chapter, SLA.

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SAN FRANCISCO, CALIF.
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Miss Mary K. Logan
Mechanics Institute Library
57 Post St.
San Francisco 4, Calif.

San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Editor: Eloise Ryan

Vol.21, no. 3
Nov. 1952

NOVEMBER DINNER MEETING

WHERE	Shell Development Company, 4560 Horton Street, Emeryville
WHEN	Thursday, 20 November, 6:40
PRICE	$2.00 for caterer's dinner to be served in Company cafeteria
RESERVATIONS	Telephone by Monday, 17 November: East Bay: Oakland Pub. Lib., telephone operator, HIgate 4-8272 S.F.: Standard Oil Lib., SUtter 1-7700, Ext. 2945
HOW TO GET THERE	By public transportation: From S.F.: take "C", "E" or "F" train to 40th and San Pablo From Eastbay: meet at Key System parking lot at 40th and San Pablo Autos will be there to meet those coming by public transportation from 5:45--the last car will leave from here at 6:30 sharp, as dinner is scheduled for 6:40 By private car--see map on next page

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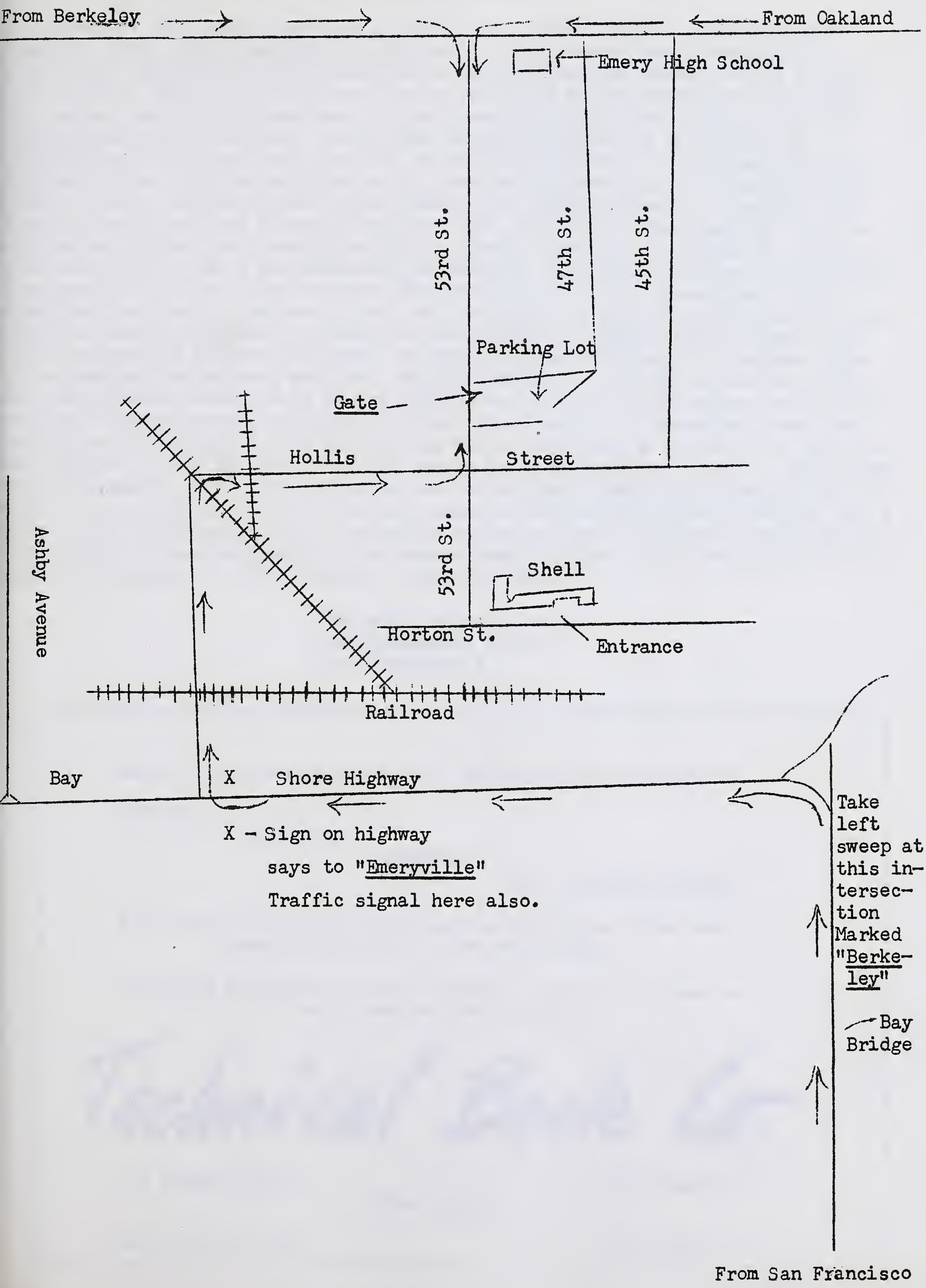
Notes:

Mrs. Marjorie Deaner, Chapter Treasurer, would like all correspondence sent to her home, rather than to her business address. That is 3140 Clay Street, S. F. 18

Barbara Crowley has left for Denver to organize and run the library of the Julius Hyman Co.

Anyone deploring the lack of news appearing in these pages is urged to ameliorate the situation by calling BAview 1-4810, Ext. 291.

DIRECTIONS TO SHELL DEVELOPMENT CO., EMERYVILLE BY CAR -


From Berkeley
From Oakland
Emery High School
53rd St.
47th St.
45th St.
Parking Lot
Gate
Hollis
Street
Ashby Avenue
53rd St.
Shell
Horton St.
Entrance
Railroad
Bay
X
Shore Highway
Take left sweep at this intersection Marked "Berkeley"
Bay Bridge
From San Francisco

X - Sign on highway says to "Emeryville" Traffic signal here also.

SEPTEMBER DINNER MEETING

The September 24 meeting was held at the Press & Union League Club. Before the evening's talk, and in addition to the usual announcements and presentations, Miss Lanctot and Mrs. Uridge commented on the proposed new summer course at the University of California School of Librarianship, a matter requiring a petition. The subject was to be turned over to the Executive Board, but opinions from the organization were solicited. Betty Roth called attention to an article by Randolph Chapin in the September 1952 Machine Design, on the functions and qualifications of an information director in creative engineering, from management's point of view. Following which the speaker, Mr. Raymond Reeves of the Bay Area Council, spoke well and illuminatingly on what the Council does and why. It was started by 6 firms (now contributed to by about 2,000) and developed in part to tell the story of the 9 Bay-bordering counties as distinguished from the distinctly metropolitan area. Just because San Francisco is out of space, new firms should not be lost to the area. The need was felt for factual information, as opposed to trite propaganda, information that could be checked and verified, and would not exclude unfavorable data. He then proceeded to describe various types of information accumulated and publications produced, often in cooperation with the universities, that should be interesting and useful to librarians, as The Bay Area Real Estate Report, The Master Airport Plan, Guide to Industrial Locations, Boating and Small Boat Harbor Development in the Bay Area, A Directory of Schools and Colleges in the Bay Area, and the weekly Facts About the Bay Area. Recent and current research is on such topics as how to continue essential production in the event of war, control of air pollution, shopping center design and location, and a study of the unfavorable local reputation as to the labor situation, especially the water front. These publications and others (most of them free) are listed in the Council's Checklist of Publications, available from

Bay Area Council, Inc.
130 Montgomery Street
San Francisco 4

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OCTOBER MEETINGS

A special dinner was held in the plush Bar Association lounge on October 21st in honor of National President Miss Elizabeth Ferguson, who afterward proved to be a splendid speaker as well as a warm personality. She discussed national S.L.A. plans and problems and evoked considerable questions and discussion. Two other Easterners were also welcome visitors--Misses Mary Kinney and Ruth Leonard of the faculty of the Simmons College Library School in Boston.

About 100 special librarians from the Los Angeles and San Francisco Bay Areas met together for a luncheon meeting in Pasadena on October 25 in conjunction with the C.L.A. convention. Miss Ferguson was again guest speaker, and spoke of some of the new projects and business of the Association. After her talk, which was excellent, there was a good question and answer period. About 10 librarians from the S.F. Chapter attended.

SAN FRANCISCO, CALIF. 2
NOV 9
5-PM
1952

BUILD YOUR
U.S. SAVINGS

UNITED STATES POSTAGE
2 CENTS 2

Miss Mary K. Logan
Mechanics Institute Library
57 Post St.
San Francisco 4, Calif.

San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Editor: Eloise Ryan

Vol. 23, no.4
Jan., 1953

JANUARY DINNER MEETING

WHERE	Fly Trap Restaurant, 73 Sutter St., San Francisco
WHEN	Wednesday, January 21, 1952. Cocktails at 6:00; Dinner 6:30
PRICE	$2.65, incl. tax & tip
RESERVATIONS	Telephone by Monday, January 19: East Bay: Oakland Pub. Lib., telephone operator, HIgate 4-8272 S.F.: Standard Oil Lib., SUtter 1-7700, Ext.2945
PROGRAM	Arranged by Jane Wilson and presented by The Committee for a Free Asia, Inc., featuring the films, The Truth Shall Make Men Free and The Friendly Philippines. An added attraction will be recordings of excerpts from broadcasts of Radio Free Asia and of interviews with Committee officials, to be presented by Richard Gerson of its Public Relations Dept.

o-o

IT'S A BAD TIME OF YEAR, BUT, last year's response to the SLA scholarship fund appeal was poor indeed, so please don't just chuck the slip accompanying your 1953 dues notice in the wastebasket. It's really a good cause.

SALES SHOULD BE BETTER. If you haven't already, send your order for the 1952 edition of Union List of Serials in the San Francisco Bay Region to:

Miss Marie Koutecky
Standard Oil Company of California Library
Box 3495
San Francisco 20, Calif.

accompanied by check payable to Special Libraries Association. Price to S.F. Chapter members: $4.66 (incl. tax) elsewhere in California, $4.64.

NEWS OF MEMBERS

Anne Burnett has gone to the Pacific Gas and Electric Co. Library and has been replaced at The World Affairs Council by Anne Allison.

Dorothy Krisher, Shell Oil Company, is our new Employment Chairman; let her know about unfilled positions and jobless librarians.
Mrs. Isabella Nestor, Anglo California National Bank, will handle advertising

Peg Uridge attended the Governors' Conference on Educational Television

"RAPID READING" TO BE SUBJECT OF METHODS MEETING

You CAN read faster than you do. For proof that this is not a psychological opiate, experts point to the growing number of business firms and research organizations, as well as the Armed Forces, who have had outstanding success with programs for improving reading speed and comprehension. The field is wide open, these experts claim, since the average intelligent adult reads at the speed of a seventh grader, about 250-300 words a minute.

To learn how your reading skill can be improved is the subject of two Methods Meetings, to be held in February and March. Mrs. Grace Brown, who is presently giving this course at the San Francisco City College, will conduct the meetings. Further details in February, but be sure to note the following dates on your your calendar:

FEBRUARY 19 - Thursday.........Dinner Meeting (6:15)
Lecture by Mrs. Brown

MARCH 19 - Thursday.........Evening Meeting (7:00)
Lecture and workshop, with film and slides

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NOVEMBER DINNER MEETING

Sixty four visitors and guests were impressed and edified at a faultlessly planned meeting Nov. 20 at the Shell Development Company in Emeryville. First, an excellent meal in the cafeteria; then, a series of talks presided over by Shell Development's Librarian, Miss Thelma Hoffman, who introduced Mr. Richard Ward to welcome us, and Miss Ruth Wingfield, Assistant Librarian, to outline the Company's research program. These two were followed by key members of the library staff, each explaining briefly the organization and functioning of her particular phase of the work.

The collection consists of 10,000 bound volumes, plus many unbound completed, 430 current periodicals, and numberless translations, microfilms, letters, telegrams and research reports.

There is in addition a 175,000 item patent library, which has been built up over a period of 23 years, with its own abstract card index, administered by Mrs. Ruth Cross.

The libraries serve 400 professional people; searching and abstracting the literature, largely in organic chemistry, and acquainting the staff (and Shell workers throughout the country) with the content of current literature by means of the regularly issued "Library Guide", are important parts of the work. Library materials are accessible 24 hours a day. After this briefing, we adjourned to visit the various parts of the library, all excellently laid out and furnished.

SAN FRANCISCO, CALIF.
1953

UNITED STATES POSTAGE
JOHN ADAMS 1797-1801
2 CENTS 2

Miss Genevieve Tomkinson
Mechanics Institute Library
57 Post St.
San Francisco 4, Calif.

San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

FEBRUARY DINNER MEETING--RAPID READING

"How to Get More Out of Your Reading in Two Easy Lessons" might well be the title of our Methods Program on RAPID READING. This series will not skyrocket your R. Q. (reading quotient) or solve the dilemma of "mounds of unread material." It will give you a grasp of the principles that underly effective reading. Techniques used in applying these fundamentals will be described in the second, March, meeting, which will be a workshop session with films and slides.

We are fortunate in having Mrs. Grace Brown, Ed.D., of the City College of San Francisco, as our speaker for both meetings.

The first, dinner, meeting (lecture is at 8:00 if you choose not to come to the dinner):

WHERE: Bardelli's Restaurant
243 O'Farrell Street
between Powell and Mason Streets

WHEN: Thursday, Feb. 19, 1953.
Cocktails at 6:00 P.M.
and dinner sharp at 6:30

PRICE: $2.85, including tax and tip

RESERVATIONS: Telephone by Tuesday, February 17
East Bay: Oakland Public Library,
Telephone operator,
HIgate 4-8272

S.F.: Standard Oil Library
SUtter 1-7700, Ext. 2945

Guests are welcome at both meetings.

BE SURE TO SAVE THURSDAY, MARCH 19 - SECOND MEETING

OF THE RAPID RI ING SERIES

Details or is later

SAN FRANCISCO, CALIF. 17
1953
2 CENTS

an Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

ditor: Eloise Ryan March 1953 Vol. 23, No. 5

Whether or not you were dismayed by the highly revelatory results of the "rapid reading" demonstration at the first 1953 methods meeting in February, you will certainly want to hear Mrs. Brown give further practical suggestions on visual methods at the March, workshop, meeting, to be held:

7:30 P.M., Thursday, March 19th
Assembly Room (Room 360) Mills Tower
220 Bush Street, San Francisco

Conducted by Mrs. Grace Brown, EdD.

For those who missed the preliminary presentation, here are a few notes:

One point emphasized was that rapid reading (a more exact term would be "efficient reading") should not be an end in itself; comprehension and retention, not to omit pleasure, are not to be overlooked. The real question is "How rapidly are you getting what you want?" Likewise, certain individual differences must be considered, such as one's natural intellectual tempo, distractibility, and the extent to which defective reading mechanics are interfering with his reading goals.

Slow readers may be so from several causes. Word perception may be inadequate, eye span too short, or unfortunate habits of vocalization may have been formed. Intelligent people may read slowly because they learned with too difficult material, and children taught by flash card methods may not really have learned to read individual words at all, being unable, for instance, to recognize a nonsense word among meaningful words. Still, one should be able to read in idea-units, not just word by word.

In correcting these shortcomings, various machines, devices and exercises can play a valuable part, and some may be approximated at home with the simplest equipment, as a slippery card used with a dictionary or an unfamiliar glossary can substitute for the "Reading Pacer". The latter, the tachistoscope and the well-known Harvard films, another pressure device, will be demonstrated at next week's meeting. Librarians, having a very special reading problem in having to skim rapidly a great variety of unfamiliar material, should find this workshop stimulating and useful. Guests are welcome.

Two Reminders:

I

The S.L.A. Awards Committee wants names of people eligible for the Professional Award and for the newly created Hall of Fame. The former is to be given for notable professional achievement, and the Hall of Fame is to give recognition for outstanding contributions to the growth and development of the Association. If you have a candidate in mind, please send his name at once, with complete documentation, to:

Elizabeth W. Owens, Chairman
S.L.A. Awards Committee
Union Electric Company of Missouri
St. Louis 1, Missouri

II

Do keep plugging for the Union List; it is a very useful list, and besides, we need to sell more copies!

III

The annual meeting of the U.C. School of Librarianship Alumni will be a picnic Saturday, May 16th, 2-5 p.m. at Mitchell Canyon Recreation Park near Mt. Diablo (same place as last year). See forthcoming April issue of CALibrarian for details on reservations, transportation and map.

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MEMBERSHIP DUES FOR 1953

There are still quite a few of us who have not yet sent in our 1953 dues. Headquarters informs us that any member who has not paid his or her dues will be dropped March 31st. Please do not let that happen; we do not want to lose you! Send in your dues to Special Libraries Association, 31 East Tenth Street, New York 3, N.Y., so that they will reach headquarters before the deadline, March 31, 1953

Johanna Fritsche, Secretary

The Duplicate Exchange Committee is preparing to issue the Spring edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by March 31, 1953 at the latest. They may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

"Want lists" need not be accompanied by lists of contributions, and any member, whether a contributor or not, is welcome to a copy of the complete publication.

Distribution of the list will include contributors and all other libraries or individuals requesting copies by filling out and returning the attached blank by March 31st.

Marian Wickline, Chairman
Duplicate Exchange Committee

Miss Marian Wickline
c/o The Dow Chemical Company
Western Division
P.O. Box 351
Pittsburg, California

Please send us a copy of the Spring 1953 issue of the Duplicate

Exchange List of the S.F. Bay Region Chapter, S.L.A.

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San Francisco
Bay Region
Chapter Bulletin
• Special Libraries Assn.

APRIL DINNER MEETING

Let's take a springtime jaunt down the peninsula! A visit to the Lane Publishing Company (of Sunset Magazine fame) is planned for Wednesday, April 15th. Mrs. Lapham has arranged for their hostesses to stay late that afternoon in order to show us through the buildings, grounds, and demonstration gardens. Try to get there by 6 o'clock, or as much earlier as you can make it. There's lots to see.

At 7 o'clock we will adjourn to dinner at the Victorian Dining Rooms of the Marie Antoinette Hotel, 1040 Noel Drive (off Ravenswood Avenue) in Menlo Park.

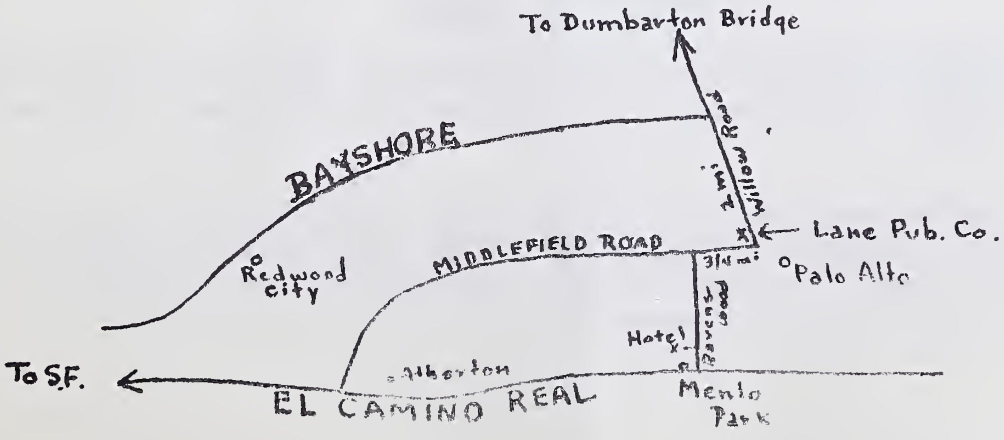
Directions to Lane Publishing Company: Down Bayshore to Willow Road, at which there is the first stop light after Redwood City; turn right and continue for about two miles to the intersection of Willow Road and Middlefield Road, and there you are.

The Time Again: Wednesday, April 15; 6:00-7:00, Lane Publishing Company
7:30, Dinner at Victorian Dining Rooms
Price: $2.85, tax & tip incl.

Dinner Reservations: By Monday, April 13:

East Bay: Telephone Operator, Oakland Public Library
HIgate 4-8272
S.F.: Standard Oil Library, SUtter 1-7700, Ext. 2945

If you need, or can provide, transportation, please contact Ann Burnett, Pacific Gas and Electric Company Library, SUtter 1-4211.


To Dumbarton Bridge
BAYSHORE
Willow Road
2 mi.
← Lane Pub. Co.
MIDDLEFIELD ROAD
3/4 mi.
Palo Alto
Redwood City
Ravenswood
Hotel
Atherton
To S.F.
EL CAMINO REAL
Menlo Park

SAN FRANCISCO, CALIF. 17 1953

cs Institute Library
Street

San Francisco
Bay Region
Chapter Bulletin
• Special Libraries Assn.

Editor: Eloise Ryan June 1953 Vol. 23, no.6

JUNE BUSINESS MEETING

HERE	Bar Association Lounge, 220 Bush St. (Mills Tower), S.F.
HEN	Thursday, June 18, 1953. Cocktails at 5:30; Dinner at 6:30
PRICE	About $3.00
RESERVATIONS	Telephone by Tuesday, June 16: East Bay: Oakland Public Library, Telephone Operator, HIgate 4-8272 S.F.: Standard Oil Library, SUtter 1-7700, Ext. 2945

The fabled view is almost bound to materialize this time, though it let us down somewhat last October. Dinner will be followed by the reports of this year's officers and the installation of next year's.

o-o

MAY MEETING

Amy Rose's inspiration for May was a trip on the 21st to the Morrison Planetarium, where Manager George Bunton treated us to a demonstration of the more spectacular sights made possible by the specially designed equipment. A dinner meeting at El Portal Restaurant followed, at which Nominating Committee reports were read, and announcement was made of a course in reference and bibliography to be given in San Francisco this fall if sufficient demand is expressed.

REPORTS OF OFFICERS AND COMMITTEES, 1952/53

PRESIDENT'S REPORT

Once again we are at the end of an SLA year. We hope that you have found the meetings and other Association activities of interest and a source of stimulating ideas.

The Program Committee, under Mrs. Amy Rose, planned an interesting series of meetings, including visits to the Shell Development Library, the Lane Publishing Company, and the Morrison Planetarium. Other meetings featured after-dinner speakers. Two meetings were devoted to our annual Spring Methods Series, which

this year was given by Dr. Grace Brown on the subject of "Rapid Reading", or more properly, "Efficient Reading". The highlight of our year was, of course, a dinner in October for our National President, Miss Elizabeth Ferguson. Although Miss Ferguson was in San Francisco for only one day, she also managed to squeeze in an informal luncheon with the Executive Board, visits to two libraries, and a radio broadcast. Some of us were also able to join the Southern California Chapter for a joint luncheon in Pasadena held in connection with the CLA meeting in October.

An outstanding Chapter activity of this past year was the publication in October of the Union List of Periodicals in the San Francisco Bay Region, Second Edition. This publication is one of which the Chapter can indeed be proud. A great deal of praise, and a heartfelt vote of thanks is due to all who worked so conscientiously and so unceasingly for over three years in order to see the Union List through to actual publication. The work of editing the List was completed in January 1952, after three years of volunteer work by the Union List Committee, under the chairmanship of Harriet Collopy. The Committee, now under the leadership of Mrs. Margaret Rocq, then took over the task of publishing, promoting, and selling the List. To date we have sold 149 copies, and payments of $640.00 have been received. However, the Chapter must continue to promote and sell the list, since we need to sell 66 additional copies before we break even.

Our membership now numbers 181, which compares with 195 in 1952 and 180 in 1951. Three new institutional memberships were received during the year.

A summary of other committee activities follows:

The Advertising Committee at the end of the year will have collected $40.00 for advertisements appearing in the Chapter Bulletin. This money was used toward defraying the cost of the Bulletin.

The Archives Committee continued to carry on and file documents that were received.

The Bulletin Committee followed a new policy aimed at bimonthly publication of the Bulletin, alternating with post card notification of monthly meetings. This was done in an effort to relieve the work load of the Bulletin Editor.

Duplicate Exchange Lists were again issued in the Fall and Spring. Copies of the Spring List were sent to the Pacific Science Association Council Secretariat in Honolulu and to the UNESCO Science Cooperation Offices for South East Africa and East Asia.

The Employment Committee had an active year, and filled ten positions.

The Hospitality Committee introduced new members and guests at meetings.

The Publicity Committee was not active as such this year, since the work of issuing news releases does not seem justified by the meager publicity received. Instead, we chose to concentrate any efforts along this line toward the promotion of the Union List, and thus made publicity and promotion a subcommittee of the Union List Committee.

I want to express my sindere appreciation to all of you for your cooperation and support throughout the year. The officers, chairmen and committees deserve a special thank you for all their work and for always being so willing to help in carrying on the Chapter's activities.

Respectfully submitted,
DORIS LANCTOT, President

SECRETARY'S REPORT

The following general meetings have been recorded by the Secretary: Dinner Meeting at the Press and Union League Club, Sept. 24, 1952; Dinner Meeting in honor of Miss Elizabeth Ferguson at Mills Tower Bar Association Lounge, Oct. 21; Shell Development Company Library Meeting in Emeryville, November 20; Dinner Meeting at the Fly Trap Restaurant, January 21, 1953; Dinner Meeting at Marie Antoinette Hotel, Menlo Park, after a tour of the Lane Publishing Company, April 15. Two Methods Meetings on the subject of Reading Improvement were held on February 19 and March 19. One Executive Board Meeting, held July 15, 1952, has been recorded. A very small amount of business correspondence has been handled by the Secretary during the year.

Respectfully submitted,
JOHANNA FRITSCHE, Secretary

TREASURER'S REPORT

Trial Balance Sheet
May 15, 1953

RECEIPTS			
Cash carried forward from last year	$489.40		
From National	233.94		
Sales of Chapter Directory	39.30		
Advertising in Bulletin	20.00		
Sales of Union List	639.24		
Total Receipts		$1421.88	
EXPENDITURES			
Printing of Union List	$1176.00		
Taxes & Expenses for Union List	38.96		
Bulletin Postage	31.80		
General Postage	3.03		
Checking A/C service	2.00		
Dinner Guest	3.00		
Misc. (incl. flowers and lunch for Miss Ferguson, and Dup. Mach. expenses)	20.97		
Total Expenditures		$1275.76	
Cash in Bank, May 15, 1953			$146.76

Respectfully submitted,
MARJORIE DEAMER, Treasurer

ADVERTISING COMMITTEE

Advertisements from both J.W. Stacey, Inc. and the Technical Book Company have appeared in the September, November, January and March issues of the Chapter Bulletin.

Invoices have been mailed covering these insertions and those expected in the June issue. They are:

J.W. Stacey, Inc.	5 ½ page insertions at $4.00	$20.00
Technical Book Company	5 ½ page insertions at $4	$20.00
Revenue Received		$20.00
Revenue To Be Received		$20.00

Respectfully submitted,
ISABELLA L. NESTOR, Chairman

ARCHIVES COMMITTEE

The archives were left in such good condition, that all I have had to do this year s just to carry on and file such documents and bulletins as have been given to me.

Since the archives are kept in this centrally-situated library (Mechanics Institute) they are available to all at any time during library hours, which is a great convenience to anyone wishing to consult them.

Respectfully submitted,
MARY K. LOGAN, Chairman

BULLETIN COMMITTEE

Following a policy aimed at bimonthly publication, only 6 regularly numbered issues will have been mailed during the period Sept. 1952 through June 1953, plus one post card and 2 single sheet issues, each mailing being of about 240 copies. Expenses to date are as follows:

Stamps and post cards (incl. estimate for June issue)	$37.00	
Supplies and labor (exclusive of June issue)	$46.00	
		$83.00

Respectfully submitted,
ELOISE RYAN, Chairman

DUPLICATE EXCHANGE COMMITTEE

Fall and spring Duplicate Exchange Lists were issued. The only charges to the Chapter for these issues were for envelopes and postage. There were fifteen contributors to the fall list and sixteen to the spring list. Forty-four copies of the fall list and forty-two copies of the spring list were sent to the Pacific Science Association Council Secretariat in Honolulu for the Joint Periodicals Exchange Center of that organization and the UNESCO Science Cooperation Offices for South East Africa (Djakarta) and East Asia (Manila).

Respectfully submitted,
MARIAN WICKLINE, Chairman

EMPLOYMENT COMMITTEE

New applications received:	58
Applicants interviewed:	45
Positions listed:	21
Professional	14
Non-professional	7
Positions filled:	10
Professional	8
Non-professional	2
Applicants in active list:	74
San Francisco and near-by region	51
Outside	23

Five positions are pending, 3 professional and 2 non-professional (3 will not be open until July and September). Low salary, work not sufficiently professional and age requirements have been reasons for not filling all openings.

Form letters were sent out to all applicants and those who did not respond are not being considered. There were numerous letters with qualifications from many applicants from outside this region in addition to the cards on file.

Respectfully submitted
DOROTHY L. KRISHER, Chairman
Signe Ottersen
Elizabeth H. Holden

MEMBERSHIP COMMITTEE

According to chapter records, the number of paid-up members of the San Francisco Bay Region Chapter, by classes, as of May 18, 1953, is as follows:

Active	121
Associate	45
Institutional	13
Life	1
Sustaining	1
Total	181

This compares with a membership, as reported by the chapter, of 195 in 1952 and 180 in 1951. Three new institutional memberships were received during the year: International Business Machines Corporation, San Jose; Kaiser Engineers, Oakland; and Oliver United Filters, Inc., Oakland.

There is, as usual, the difficulty of keeping the membership list up-to-date, due in part to the time lag in receiving membership information from the national headquarters

The Chairman thanks everyone who sent in names of prospective members. A list of new members, to supplement the June 1952 membership directory, will be enclosed with the June Chapter Bulletin.

Respectfully submitted,
KATHERINE KARPENSTEIN
Membership Chairman

PROGRAM COMMITTEE

1952	
September	Mr. Raymond Reeves, Vice-President, San Francisco Bay Area Council, spoke on the "Functions, Research and Services of the Bay Area Council". Examples of the Council's publications were presented. (Press and Union League Club)
October	Informal reception to meet Miss Elizabeth Ferguson, S.L.A. President, to hear her report from headquarters and discussion of programs and progress in national affairs. (S.F. Bar Association Lounge)
October	Joint meeting with C.L.A. at Pasadena.
November	Visit to Shell Development Library. Presentation of the diversified services, activities and organization of this excellent research center. Eugenia Ironside, Special Program Chairman.
1953	
January	Mr. Richard Gerson of the Public Relations Department of the Committee on Free Asia presented films and recordings of broadcasts exemplifying the educational work of this citizen sponsored group. Miss Jane Wilson, Special Program Chairman. (Fly Trap Restaurant)

PROGRAM COMMITTEE (Continued)

February (Methods Meeting)	Mrs. Grace Brown, M.D., of the City College of San Francisco spoke on the "Aims and Achievements of Rapid Reading Programs". (Phyllis Anderson, Special Program Chairman (Bardelli's)
March (Methods Meeting)	Demonstration of teaching methods for Rapid Reading, including showing of "Harvard Films". Mimeographed example sheets and "Short Bibliography on Rapid Reading" were distributed. Phyllis Anderson, Special Program Chairman (Mills Tower Auditorium)
April	Conducted tour of Lane Publishing Company and Sunset Magazine editorial offices at Menlo Park, directed by Mrs. Madelaine Lapham, Hospitality and Public Relations Director, and her staff of hostesses. (Dinner at Victorian Dining Room, Menlo Park)
May	Mr. George W. Bunton, Manager of the Morrison Planetarium, honored us with a special lecture and demonstration of the recently completed and installed equipment. (Dinner at El Portal Restaurant)
June	Annual meeting. Reports and installation of officers. (S.F. Bar Association Lounge)

Grateful acknowledgement is made to the special program chairmen, to Margaret Rocq, and to the officers and members who so graciously assisted in planning and carrying through the programmed meetings. An average of 40 members and guests attended each meeting, with the exception of the Shell Development Library visit and the Lane Publishing Company tour, at which there were 62 and 64.

Respectfully submitted,
AMY ROSE, Chairman

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UNION LIST COMMITTEE

Union List of Periodicals in the San Francisco Bay Region, Second Edition, was published in October, 1952. Compiled by members of the Chapter on a volunteer basis, it lists the periodicals and newspaper holdings of 42 libraries of the area. Contributing libraries represent collections ranging from college and university department libraries to business, technical and large public libraries. With two exceptions libraries included are not represented in H.W. Wilson's Union List of Serials. Special feature is the inclusion of newspapers, trade union journals and important house organs. Subcommittees were responsible for publication, promotion and sales.

PUBLICATION. Glenn Maynard, Chairman. Katherine Karpenstein, Mrs. Edith Nielsen, members. This committee arranged for publication, read proof and secured copyright for the second edition. Bids on printing the Union List were obtained and submitted to the Executive Board. Pacific Rotaprinting Co., Oakland, was given the contract to print 350 copies at a total cost of $970.00 not including sales tax. Price was set at $4.50 (plus tax) for members, $5.00 (plus tax) to others.

PROMOTION. Isabella Frost, Chairman. Pacific Rotaprinting Co. generously printed publication notices for us: 500 copies of the release to libraries, 150 copies of the release to business firms, associations, etc. The Union List came off the press just at the time of the annual meeting of the California Library Association. Through the courtesy of J.W. Stacey, Inc., Mrs. Marjorie Schuler displayed the Union List and distributed the releases at the meeting. The committee mailed notices to purchasers of the first edition, to libraries in California, to selected firms in the S.F. Bay Region, and to local members of the American Marketing Association. The Committee wrote letters requesting publicity releases to Special Libraries, California Librarian, A.L.A. Bulletin, Serial Slants, Industrial Arts, Public Affairs Information Service and others. Copy was written for release to local business papers, (Wall Street Journal, Daily Commercial News) and trade journals (Western Industry, Western Advertising and others). Notices have appeared in Special Libraries, May-June, 1953 and in bulletins of our own and Southern California Chapters.

SALES. Marie Koutecky, Chairman. This committee has received orders, mailed out copies of the Union List, sent out statements, received payments, and handled sales tax funds. To date, 149 copies have been sold and payments of $640.00 received.

The Chapter must continue to promote and sell the Union List and we hope that each member will endeavor to contribute to this campaign. We need to sell 66 copies before we break even, then the profits are all ours.

The Chairman wishes to express appreciation to the Chairmen and members of the subcommittees and to two others who have served in Ex-officio capacity - our President and Harriet Collopy, chairman of the committee which compiled the Union List.

Respectfully submitted,
MARGARET M. ROCQ, Chairman

The following members are attending the national S.L.A. meeting in Toronto:
Margaret Rocq, Thelma Hoffman, Beverly Hickock, and Isabella Frost.

CHAPTER MEMBERSHIP DIRECTORY - SUPPLEMENT

New Members

AYRES, Mrs. M.
Hewlett-Packard Co., Palo Alto

BANE, Mrs. B. L.
601 Colton St., Monterey

BLAHA, Miss Lucille
1585 LaVereda, Berkeley

BUCKLEY, Mrs. C. M.
P.O. Box 357, Soquel

CAMPBELL, Mr. G. L.
Stanford Univ. Lib., Stanford

CODER, Mrs. P.C.
Varian Associates, San Carlos

HENDERSON, Mrs. C.B.,
4210 Balboa St., S. F.

HOFFMAN, Mr. Morris
Naval Postgraduate School, Monterey

INTERNATIONAL BUSINESS MACHINES CORP.
Marjorie Griffin, Libn., San Jose

JONES, Mrs. R. E.
Guy F. Atkinson Co., So. S. F.

KAISER ENGINEERS
Mr. J.F. Russell, Libn., Oakland

KELLEY, Mrs. J. P.
California State Chamber of Commerce, S.F.

LUCKETT, Mr. G. R.
Naval Postgraduate School, Monterey

McFADDEN, Miss Cecilia
222 Canal St., Placerville

McNINCH, Mrs. E. M.
Medical Sct., GHQ, FEC, APO 343, S.F.

MANN, Miss M. H.
Shell Oil Co., Box 711, Martinez

MEDDING, Miss M. E.
Hq. & Sv. Com., APO 500, S.F.

OLIVER UNITED FILTERS INC.
2900 Glascock St., Oakland

OPPENHEIM, Mr. V. T.
Hiller Co., Palo Alto

PANHANS, Miss H. C.
P.G. & E. Co., 245 Market St., S.F.

PHILLIPS, Miss Janet
Shell Dev. Co., Emeryville

PROTOPOPOFF, Mrs. A. T.
Calif. Teachers Ass'n, 693 Sutter, S.F.

SWANSON, Miss C. M.
1718 Addison, Berkeley

VETTER, Miss S. R.
Dalmo Victor Co., San Carlos

VOIGT, Mr. M. J.
Univ. of Cal. Library, Berkeley
Mailing add.: 1019 Middlefield Rd.Zone 8

WHITE, Miss B. E.
Lenkurt Electric Co., San Carlos

The following should be removed from the directory: Numbers 2, 15, 18, 19, 20, 21, 25, 26, 29, 33, 35, 36, 44, 57, 62, 64, 67, 74, 78, 82, 83, 84, 85, 92, 93, 101, 102, 111, 114, 116, 117, 131, 134, 136, 138, 139, 142, 147, 152, 158, 159, 160, 161, 162, 178, 180.

PLEASE INSERT THIS SHEET IN YOUR 1952-1953 MEMBERSHIP DIRECTORY

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SPECIAL LIBRARIES ASSOCIATION
San Francisco Bay Region Chapter
Bulletin

Volume 24 (1953/54)
Number 1: September 1953

Joseph E. Ryus, Editor

⌊Sorry, no multilithed masthead this issue⌋

+ +

WHAT'S INSIDE

2 Members, New and Old
3-4 Toronto Highlights
5-6 Chapter Officers & Committees
6-7 News Notes

SEPTEMBER MEETING

WHEN & WHERE	Wednesday, 23 September 1953 Bellevue Hotel, 505 Geary St. San Francisco 6-6:30 Social 6:30 Buffet Dinner
SPEAKER & TOPIC	Mrs. Muriel Tsvetkoff, General Manager, San Francisco Better Business Bureau "40,000 EARS TO THE GROUND"
PRICE	Dinner: $2.95, incl. tax & tip
RESERVATIONS	Telephone by 5 p.m., Monday, 21 September 1953:
Peninsula	Miss Barbara White Library, Lenkurt Electric Co. San Carlos LYtell 3-2161
East Bay	Library, Shell Development Co. OLympic 3-2100, Ext. 621
S.F.	Library, Standard Oil Co. SUtter 1-7700, Ext. 2945

Those unable to attend the dinner are welcome to come afterwards to hear the speaker.

SLA EXECUTIVE SECRETARY RESIGNS

In her letter of 14 August 1953 to members of SLA, Mrs. Lucile L. Keck reported the resignation of the executive secretary, Mrs. Kathleen B. Stebbins, effective 15 October 1953. Mrs. Stebbins resigned "to assume a position so attractive that she could not afford to turn it down."

The fall meeting of the executive board has been advanced to 17-19 September 1953, and the new executive secretary will probably be selected then.

U.C. EXTENSION OFFERS REFERENCE COURSE

One of our chapter members, Miss Flora-Elizabeth Reynolds, Reference Librarian, San Francisco State College, will give Reference and Bibliography X-401-AB this fall. The course is offered by University Extension, University of California, beginning September 17 in San Francisco, 540 Powell St., Room 103, from 7 to 9 p.m. The fee is $18 for 15 meetings. The first meeting may be attended without charge.

The course provides an opportunity for a systematic study of basic reference materials and of the major tools in various subject fields. Practical problems will be assigned so that the student can work in his own library.

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NEW MEMBERS

Miss Dorothy Fowler, File Libn.
Homestake Mining Co.
100 Bush St., S.F. KIII
Transferred from New York Chapter

Miss Juliane Heyman
1253 S. Palm Drive
Beverly Hills, Calif.

Mrs. Margaret Strong Irwin
(By the time you read this, Mrs. Irwin will have finished her summer-session classes at U.C. and left for the East to rejoin her husband.) MIII

Miss Ellen M. Salter
4145 Montgomery St.
Oakland 11, Calif. -III
Transferred from Cleveland Chapter

Mr. Erhard S. Sanders
3415 - 22d St., S.F. LIII
Transferred from Washington (D.C.) Chapter.

Mr. Cyril H. Sykes
955 Rosita Road
Monterey, Calif. LIII
(Mr. Sykes is Acquisitions Libn., Naval Postgraduate School, Monterey.)

+ + + + + + + + + + +

Beverly Hickok is the new Secretary-Treasurer of the Transportation Div.

Miss Anne K. Kelly is the librarian for the Bethlehem Pacific Coast Steel Corporation, San Francisco.

Miss Leonora R. Martin is organizing a library for and will be the new librarian of the Division of Economic Research, Stanford Research Institute. Her new address is 221 Hawthorne Ave., Palo Alto, Calif.

Miss Elizabeth A. Muencher is now Mrs. Robert DeVelbis. She will remain in the Catalog Dept. at U.C.

Betty Roth is the new Secretary-Treasurer of the Business Division.

TORONTO HIGHLIGHTS: by THELMA HOFFMAN

The Toronto convention, attended by more than 750 members, will long be remembered as one of the best. The most general comment heard concerned the exceptional hospitality and graciousness of our Canadian hosts. Not only our fellow librarians of the Toronto Chapter but also all those with whom we came in contact, from government officials who spoke at our meetings to the doorman who took great pains to help us find our way, did their best to make us welcome. The Royal York, "the largest hotel in the British Empire," was well equipped to handle the convention, and the smooth running spoke well for the energy and efficiency of the Toronto Chapter and convention chairman Pauline Hutchinson. The program contained so much of interest that it would be impossible to do more than cover the highlights of the various meetings. This I have tried to do in the following paragraphs, with the exception of the Public Relations Clinic which is described elsewhere.

NOTES FROM THE BUSINESS, ADVISORY-COUNCIL, AND EXECUTIVE-BOARD MEETINGS

The growth and development of the association's structure is shown by the formation of two new chapters, the Oak Ridge (Tenn.) Chapter and the Alabama Chapter, by the creation of a new Military Librarians Section in the Social-Science Division, and by the raising of the Metals Section of the Science-Technology Division to separate Division status.

The amendments to the Constitution and By-Laws were discussed at the annual business meeting, and amendments to amendments were voted on. As usual the attendance at the business meeting was poor, probably because it was held so near the end of the convention. The gavel award for the greatest membership increase went to the Toronto Chapter.

CONVENTION-WIDE WORKSHOP

One full-day's program on the five topics Trained Librarian vs. Specialist, Handling Pictures in Large Quantities, General Principles of Filing Pamphlets, Interlibrary-Loan Problems, and Introducing the Library User to Technical Information was well attended and gave us a great deal to think about. Speaking on the trained librarian vs. the specialist, Donald Clark of the Harvard School of Business Administration said that it was not a case of either library training or subject training but of both; and that, even more important, a good librarian should have a well-developed intellectual curiosity accompanied by an ever-present state of serendipity and should be able to communicate effectively in order to transmit the results of his labor. Edna Hunt of the National Research Council of Ottawa, in stating the fundamental philosophy of interlibrary loans, emphasized the point that "interlibrary-loan service is a courtesy and a privilege, not a right." She gave figures showing that the distribution of costs of loans amounts to 54 to 64 percent staff time, 23 to 35 percent transportation, and 9 to 10 percent materials. In order to reduce the largest item of expense, staff time, she urged borrowing libraries to screen requests carefully, verify details of the reference, include source, and use the standard form.

FORUM ON CANADIAN RESOURCES

In addition to some excellent papers on different phases of Canadian activities presented at various division and section meetings, a most interesting general session on Canadian Resources was arranged, and everyone who attended it was given a copy of the Canadian Yearbook. Dr. R. C. Wallace, executive director of the Arctic Institute, spoke on research in Canada. In 1952, forty million dollars was spent on research. Fundamental research is carried out largely by universities. Since much of industry is in the hands of small companies, these often unite to carry out group research. Mr. Earl Neal of Imperial Oil Co., in discussing industry, said that in Canada petroleum supplied 40 percent of the energy required; coal, 50 percent; and electricity, 10 percent. Mr. W.F. Lougheed, economist for the Canadian Bank of Commerce, talking on business and finance, said that Canada's per-capita income is exceeded only by that of the United States and that the current rate of increase is higher than that of the United States.

(DIVISION MEETINGS: see next page)

DIVISION MEETINGS: It was impossible to cover meetings of all divisions; we offer our apologies to those of you who are members of the divisions not covered.

Advertising Division

At an interesting forum on Advertising and Marketing Sources of Information presented by Delphine Humphrey (McCann-Erickson, Inc.), Katherine Frankenstein (Batten, Barton, Durstin and Osborn), Martha O'Leary (Benton and Bowles), and Georgina DeWeerdt (Lever Bros.), a mimeographed list of publications was distributed. Isabella Frost has a copy if anyone wishes to see it.

Business Division

To most of us the most interesting note was the fact that Betty Roth is the new Secretary-Treasurer of this Division. At a joint meeting with the Newspaper and Publishing divisions, an informative paper on Techniques for Clipping Files: indexing techniques, time-saving devices, and records retention was presented by Margaret O'Dell, research analyst at Remington Rand.

Financial Division

In the forum on Canadian sources of financial information, Mildred Fraser of the Legislative Library spoke on sources of legislative information, and Barbara Saunders of the Department of Trade and Commerce suggested that librarians ask the Information Division of the Department of Trade and Commerce for help when they do not have complete identification of a Canadian government publication. Mary Jane Henderson of Sun Life Assurance presented an evaluation of sources of financial information. Lists of selected references were distributed by both Miss Saunders and Miss Henderson. Both Isabella Frost and Margaret Rocq have copies of these.

Science-Technology Division

With the many meetings and joint meetings of the six sections, together with dinners and luncheons, the S-T members had a busy time. Margaret Rocq and I agreed that the best talk we heard at the convention was given by Mr. A.H. Chapman of Arabian American Oil Company at the Petroleum Section dinner. He spoke on "World Oil and Foreign Politics" and traced the importance of the world's major sources of oil and the origin of some of the troubles in the Middle East. He stressed the necessity for understanding the nations of the Middle East and the strategic position of their oil supply both now and in years to come.

Company-Wide Library Service: scientific-information service, business-information service, and library-extension service as it operates for the benefit of the Lilly Research Laboratories was discussed by Jewell Maurice and Helen Loftus. Margaret Rocq has copies of their papers.

Transportation Division

Here again our chapter made news as Beverly Hickok was elected Secretary-Treasurer of the Division. The new and important cooperative indexing project to be undertaken by the Division, "Indexing Periodicals in the Transportation Field," was discussed with enthusiasm. As a first step a union list of periodicals in the field of transportation is to be compiled this year.

BANQUET HIGHLIGHTS

The thirty-five guests and SLA notables, wending their way to the head table behind two bagpipers of the 48th Highlanders of Canada, with our petite Pacific Coast Director Nell Steinmetz right behind the pipes. The thought which placed a Canadian hostess at each of the many tables. The many distinguished guests, including Dr. W. Kaye Lamb, Librarian of the National Library of Canada, and Mr. George J. Haering, United States Consul General. The charming Mistress of Ceremonies, Dorothy Thompson. The toasts to "Her Majesty the Queen" and to "The President of the United States." The fitting climax to the wonderful evening: the presentation of the SLA Professional Achievement award, a silver tray, to our much beloved Rose Vormelker.

ACKNOWLEDGEMENTS

Thanks are due to Isabella Frost, Margaret Rocq, and Beverly Hickok for help in compiling these highlights. Acknowledgement is also made for the use of material included in the appendix to the LC Information Bulletin of July 6, 1953.

CHAPTER OFFICERS, 1953/54

President
Miss Katherine Karpenstein
Standard Oil Library, S.F.
SU 1-7700, Ext. 3270

Vice President & President Elect
Miss Alleen Thompson
Calif. State Dept. of Pub. Health, S.F.
UN 1-8700, Ext. 823

Secretary
Miss Johanna Fritsche
Lansing Library Service, Oakland
HI 4-4711

Treasurer
Miss D. Gwendolyn Lloyd
Institute of Indus. Relations Lib.
University of California, Berkeley
AS 3-6000, Ext. 647

1st Director & Program Chairman
Mrs. Helen Brenner
Radiation Laboratory Library
University of California, Berkeley
TH 3-2740, Ext. 301

2d Director & Hospitality Chairman
Miss Clara S. Manson
Lane Medical Library
Stanford University, S.F.
WE 1-8000

Immediate Past President
Miss Doris Lanctot
Bechtel Corp. Library, S.F.
DO 2-4032

CHAPTER COMMITTEES, 1953/54

Archives
Miss Mary K. Logan, Chmn.
Mechanics Institute Lib., S.F.

Advertising
Mrs. Isabella Nestor, Chmn.
Anglo-California Nat'l Bank, S.F.
DO 2-8100

Bulletin
Joseph E. Ryus, Chmn.
Physical-Science Libraries
University of California, Berkeley
AS 3-6000, Ext. 8147

Duplicate Exchange
Glenn Maynard, Chmn.
Calif. Res. & Devel. Lib., Livermore

Miss Winona W. Walker
Veterans Admin. Hospital, Palo Alto

Employment
Miss Dorothy Krisher, Chmn.
Shell Oil Co., S.F.
EX 2-5400

Hospitality
Miss Clara Manson, Chmn.
Lane Medical Library, S.F.
WE 1-8000

Miss Edwarda Adams
Langley Porter Clinic, S.F.

Miss Anne Avakian
Western Regional Research Labs.
U.S. Dept. of Agriculture, Albany

Mrs. Miriam Horn
Wine Institute, S.F.

Mrs. Edna Hubbard
Shell Development Co., Emeryville

Miss Barbara E. White
Lenkurt Electric Co., San Carlos

Miss Jane Wilson
Committee for a free Asia, S.F.

Membership
Miss Alleen Thompson, Chmn.
Calif. State Dept. of Pub. Health, S.F.
UN 1-8700, Ext. 823

Miss Beverly Hickok
Institute of Transportation & Traffic
Engineering Library
University of California, Richmond

Program
Mrs. Helen Brennar, Chmn.
Radiation Laboratory
University of California, Berkeley
TH 3-2740, Ext. 301

Mr. LeVern W. Cutler
Grad. School of Business, Stanford

(continued on next page)

Program Cmtee--cont.

Mrs. Carolyn C. Mohr
Lansing Library Service, Oakland

Mrs. Elizabeth B. Roth
Standard Oil Library, S.F.

Press Relations
  Mrs. Marylyn Yearin, Co-chmn.
  Lansing Library Service, Oakland
  HI 4-4711

  Mrs. Elizabeth D. Williams, Co-chmn.
  Lansing Library Service, Oakland

Public Relations
  Mrs. Margaret M. Rocq, Chmn.
  Standard Oil Lib., S.F.
  SU 1-7700

Miss Phyllis Anderson
Pan Amer. World Airways, So. S.F.

Mr. LeVern W. Cutler
Grad. School of Business, Stanford

Mrs. Marjorie Schuler
J.W. Stacey, Inc., S.F.

Mrs. Berna Trickett
Golden Gate College, S.F.

Union-List Sales
  Miss Marie Koutecky, Chmn.
  Standard Oil Library, S.F.
  SU 1-7700

PUBLIC-RELATIONS CLINIC

Public relations is 90 percent doing and 10 percent telling about it. For special libraries it involves telling management, telling the staff that uses the library, recruiting, handling personnel problems in the library. The Public-Relations Clinic held at the annual convention in Toronto on June 22 developed this theme by use of the new book of charts Our Library prepared by SLA's Public-Relations Committee.

No one outside the library profession can do the job of public relations for us, and to help us do the job, this book of 14 charts was prepared. It is intended for the librarian when talking to management or the staff using the library. The librarian is to give comments on the charts, using illustrations from experience in his own library. A copy of the book will be available for examination at a chapter meeting in the near future.

REORGANIZATION AT CU

Quite a few staff changes occurred in the University of California Library (CU) this past summer. Because they may affect chapter members who use CU, they are reported in more detail than would otherwise be the case.

Librarian's Office. Miss Jean H. McFarland, Assistant Librarian in charge of service, resigned and was succeeded by Mrs. Helen M. Worden, former head of Serials Dept.

Architecture Library (Arthur Waugh) took over administration of City and Regional Planning Library.

Biology Library (Miss Eva Olson) took over administration of Optometry and Paleontology libraries.

General Reference Service took Mrs. Kathrine G. Thayer under its wing. Mrs. Thayer will continue to be head of Philosophy and Library School libraries.

Interlibrary Borrowing Service was set up with Mrs. Margaret D. Uridge as head. Her office is now 288 Library (annex), but her telephone remains the same: ext.627. IBS borrows books from other libraries for CU users.

Interlibrary Lending Division, a unit of the Loan Dept., was set up with Mrs. Josephine Norten as head. ILD lends CU books to other libraries through usual interlibrary-loan procedures. Local borrowers are not affected. ILD plans to move into the new Loan Dept. stack workspace before classes start on 21 September.

Physical-Science Libraries was set up with Joseph E. Ryus as head. Mr. Ryus was formerly head of Physics and Chemistry libraries. The physical-science libraries are Astronomy, Biochemistry (formerly Vi-

rus Laboratory Library, a sub-branch of Chemistry Library), Chemistry, Geology, Mathematics-Statistics, and Physics. Another librarian, Mrs. Roberta Kiefer Orcutt, will begin work on 14 September. Mrs. Orcutt comes from the U.S. Dept. of Agriculture Library in Washington and formerly worked in the California State Dept. of Public Health Library under Miss Alleen Thompson.

Serials Dept. has a new head, Mrs. Dorothy M. Kesseli, who succeeds Mrs. Helen M. Worden (see above). Miss Marjorie Burr was promoted to assistant head.

JUNE MEETING

The final meeting of last spring was a buffet dinner at the San Francisco Bar Association Lounge. The 1953/54 chapter officers were installed. Discussion at the meeting centered around the need for increased membership participation in committee work, the result of which was a questionnaire sent to San Francisco area members, requesting volunteers for committee work. The president takes this opportunity to thank all those who returned the questionnaire. The need for informal promotional work was also discussed. It was pointed out that while we cannot carry out an ambitious public-relations program, we can note the new industries that are established in the area and bring to their attention the work of the Association and its employment committee in supplying qualified personnel. A committee to head up this work has been appointed and is listed in this issue of the Bulletin.

PUBLIC RELATIONS CLINIC

Public relations is 90 percent doing and 10 percent telling about it. For special libraries it involves telling management, telling the staff that uses the library, recruiting, handling personnel problems in the library. The Public Relations Clinic held at the annual convention in Toronto on June 22 developed this theme by use of the new book of charts Our Library prepared by SLA's Public Relations Committee.

No one outside the library profession can do the job of public relations for us, and to help us do the job, this book of 14 charts was prepared. It is intended for the librarian when talking to management or the staff using the library. The librarian is to give comments on the charts, using illustrations from experience in his own library. A copy of the book will be available for examination at a chapter meeting in the near future.

SPECIAL LIBRARIES ASSOCIATION
San Francisco Bay Region Chapter
Bulletin: v.24 (1953/54)

Editor: Joseph E. Ryus
1905 Virginia St.
Berkeley 9, Calif.
AS 3-3568

Physics Library
351 Le Conte Hall
University of California
Berkeley 4, Calif.
AS 3-6000, Edt. 8147

Fall Deadlines:

Oct. issue:	Sep. 25
Nov. issue:	Oct. 23
Dec. issue:	no issue

BERKELEY
2
CALIF.

2 CEN

Miss Mary K. Logan
Mechanics Institute Library
57 Post St.
San Francisco 4, Calif. 80-4

TO MEMBERS OF SAN FRANCISCO BAY REGION CHAPTER

SPECIAL LIBRARIES ASSOCIATION

The Duplicate Exchange Committee is preparing to issue the Fall edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by 30 October 1953 at the latest. They may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

"Want" lists need not be accompanied by lists of contributions, and any member, whether a contributor or not, is welcome to a copy of the complete publication.

Distribution of the list will include contributors and all other libraries or individuals requesting copies by filling out and returning the attached blank by October 30th.

Glenn R. Maynard, Chairman
Duplicate Exchange Committee

- -

Glenn R. Maynard
California Research & Development Co.
Livermore Research Laboratory
P.O. Box 751
Livermore, California

Please send us a copy of the Fall 1953 issue of the Duplicate Exchange List of the San Francisco Bay Region Chapter, SLA.

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San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Oct 53 24 2

WHAT'S INSIDE

2 Shorter Notes
3-4 Utah Highlights
5 Longer Notes

OCTOBER MEETING

WHEN & WHERE	Thursday, 15 October 1953 Colonial Manor, 20 O'Farrell St. San Francisco 6:30 Dinner
SPEAKER & TOPIC	Prof. Morris A. Stewart, Assoc. Dean, Graduate Division, Univ. of California "THE COOPERATIVE RESEARCH FOUNDATION"
PRICE	Dinner: $2.85, incl. tax & tip
RESER-VATIONS	Telephone by 4:30 p.m., Monday, 12 October 1953
Peninsula	Miss Barbara White Library, Lenkurt Electric Co. San Carlos LYtell 3-2161
East Bay	Library, Shell Development Co. OLympic 3-2100, Ext. 621
S.F.	Library, Standard Oil Co. SU tter 1-7700, Ext. 2945

Those unable to attend the dinner are welcome to come afterwards to hear the speaker.

STEWART TO SPEAK ON CORE

At our October meeting, Professor Morris A. Stewart, Associate Dean of the Graduate Division, University of California, will speak on the Cooperative Research Foundation, commonly called CORE. CORE provides services through which scientists can exchange information, knowledge, and skills in solving mutual scientific and technical problems. Members offer consultation, time, and facilities to other members, government agencies, universities, research institutes, and industry.

By the end of the year a San Francisco International Relations Center for Scientists and Engineers will be in operation. The main functions of the center will be (1) to facilitate contacts between the visiting scientists and appropriate scientific personnel in the area; (2) to serve as a liaison office between the National Research Council and the local scientific organizations and societies, and as a general coordinating agency for international scientific activities in the area; and (3) to offer such other assistance to visiting scientists as other institutions of the area may not be equipped to give.

For background information to Dean Stewart's talk, see Science 118:3056 (24 July 1953) 95-96 and Chemical and Engineering News 31:34 (24 Aug 1953) 3476.

NEW EXECUTIVE SECRETARY

The new executive secretary is Miss Marian Lucius, formerly of Price, Waterhouse.

NEW MEMBERS

Mrs. Irene Hurt
California Packing Corp.
215 Fremont St.
San Francisco 19

Mrs. Sherman Miller
Route 1, Box 32
Calistoga, Calif.

Miss Hazel Reed, Libn.
Hastings College of Law
198 McAllister St.
San Francisco 2

Miss Mary Stanton
California Packing Corp.
215 Fremont St.
San Francisco 19

The Bethlehem Pacific Coast Steel Corp. Library is written up in the September 1953 issue of Western Industry.

Miss Thelma Hoffman, Shell Development Co., is chairman of the national SLA Recruitment Committee. Included on her committee are Mrs. Margaret Rocq, Standard Oil Co., and Miss Evelyn Huston, California State Library, Sacramento. Mrs. Rocq is also serving as vice-chairman of the national Foreign Membership Committee.

Miss Eugenia Ironside, Shell Development Co., should be added to the Hospitality Committee members listed in last month's Bulletin.

Miss Geraldine Scalzo, Social Science Reference Service, University of California, is back from a vacation in Europe.

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Bay Area members of our chapter occasionally tend to overlook the fact that it extends farther than even the legendary Los Angeles city limits. Reminding us of this fact is one of our "eastern" members ...

SPECIAL LIBRARIES OF UTAH

by

Isabelle T. Anderson, Librarian
Library of Medical Sciences
University of Utah, Salt Lake City

The few special librarians in Utah who are members of Special Libraries Association are pleased to be included in the San Francisco Bay Region Chapter, even though they are not able to attend the meetings, and they read the monthly Bulletin with great interest. They welcome this opportunity of describing some of the special libraries in Utah and of introducing themselves to other members of the Chapter.

The fall 1952 issue of the Utah Library Association Newsletter contained short sketches of the special libraries or the special collections in the libraries of Utah, and it was rather surprising to see how many such libraries there are in this sparsely populated state. There is room for the development of more special libraries and for the strengthening of existing collections, but progress is slow and gradual.

Some of the smallest libraries, such as the ones at the State Prison, the State Mental Hospital, the newspapers, and the private hospitals, are woefully in need of support and development, but at least they have beginnings and will grow in time. Technical libraries at the Dugway Proving Grounds and the Tooele Ordnance Depot are increasing in size and use because of the tremendous amount of experimental work being done at these installations. Two Veterans' Administration hospitals, one for general medical and surgical patients and the other for neuropsychiatric and tuberculous patients, have growing medical libraries and strong patients' libraries. Hill Air Force Base near Ogden boasts a good general library, much as would be found in any city, and in addition has a large section of highly technical books ordinarily found only in a college library. The State Law Library and the State Historical Library are growing, and their use is increasing.

The largest group of special collections is of course at the University of Utah in Salt Lake City. Here the Law Library serves the Law School; the Architecture Library, with its books and large slide collection, gives immediate and convenient assistance to that department; and the Business Library handles material for the College of Business.

In the Main Library building, in addition to the general collection, are housed the Engineering Library and the Medical Sciences Library. The Engineering Library, of which Miss Edith Rich, an SLA member, is the librarian, contains material on mathematics, astronomy, chemistry, physics, geology, geography, mining, and metallurgy, as well as an excellent map collection.

The Medical-Sciences Library serves the Colleges of Medicine, Nursing, and Pharmacy, the Utah State Medical Association (and some doctors in Idaho), and the Salt Lake District Dental Society. It also has

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SPECIAL LIBRARIES OF UTAH, by Isabelle T. Anderson--continued from previous page

a branch in the Salt Lake County General Hospital where the clinical training and research of the College of Medicine is carried on.

One of the newest and most attractive libraries is that in the Holy Cross School of Nursing, and all other special libraries look at its light furniture, convenient arrangement, and up-to-date collection with a good deal of envy. Its beauty and efficiency are largely due to the efforts of Sister Mary Brendan, another SLA member.

Two unique libraries in Utah worth especial mention are the Library of the Latter Day Saints Historian's Office, which houses an immense amount of material concerning or belonging to the Church of Jesus Christ of Latter Day Saints, and the Library of the Genealogical Society of Utah. The Genealogical Society's library contains over 47,300 books, 65,800 rolls of microfilm, and 1,821 manuscripts. Some records are available from nearly every civilized country in the world, and one is safe in stating that more genealogical records can be found here from foreign countries than are had in any other library in the United States. In no other library in the world will one find so many exact copies of original genealogical records from various places.

Pioneering days are not yet over, and it is to be hoped that in the not too distant future the librarians of all these special collections will get together for mutual inspiration, so as to develop the existing libraries and encourage the establishment of other libraries in special fields.

SEPTEMBER MEETING

"Before you invest--investigate. Read before you sign. Don't expect something for nothing" was the advice given at the September meeting by Mrs. Muriel Tsvetkoff, general manager of the San Francisco Better Business Bureau. Mrs. Tsvetkoff mentioned the extensive files the Bureau has on frauds and crooks--the Bureau gets reports and other material from all over the country and indexes almost every name in them. The public should not hesitate to call with questions about organizations in the area; there is no charge.

Fact Booklets are available from the Bureau on the following topics. They cost 10 cents each (coin or stamps) or 6 for 50 cents.

Advertising
Borrowing
Budgeting
Buying or Building a Home
Buying Used Cars
Clothing
Commercial Banks & Trust Companies
Consumer Education Study
Cosmetics
Domestic Textile Rugs
Furs
Health Cures
Home Insulation
Investment Banking
Investment (Trust) Companies
Jewelry
Legal Problems
Life Insurance
Our Business System and You
Saving Money
Schemes
Securities
Security and Commodity Exchanges
Your Better Business Bureau (NO CHARGE)
Your Eyesight

GOVERNMENT SCIENTIFIC TRANSLATIONS

A center for holding and photoduplicating foreign scientific translations has been set up in the Science Division of the Library of Congress.

Scientific translations will be collected from many sources, including government agencies, scientific societies, industrial laboratories, and universities. Initially major emphasis will be on Russian translations, although it is hoped eventually to add material from other languages for more extensive coverage.

Monthly lists of newly-received translations will be issued. The lists will include notices of translations available by direct purchase from commercial and other translating services, but the center will not photocopy these.

Inquiries about the new service should be addressed to the Scientific Translations Center, Science Division, Library of Congress, Washington 25, D.C.

In addition to establishing the Center, the National Science Foundation has contracted with Columbia University for Russian translations. The first set has been completed, and copies are available (NSF-tr-[no.]) for $0.10 each from the Office of Technical Services, Dept. of Commerce, Washington 25, D.C.

--ooOoo--

Special Libraries Association
San Francisco Bay Region Chapter
Bulletin
Volume 24 (1953/54)

Editor: Joseph E. Ryus
1905 Virginia St.
Berkeley 9, Calif.
AShberry 3-3568

351 LeConte Hall
University of California
Berkeley 4, Calif.
AShberry 3-6000, Ext. 8147

Fall deadlines: Nov. issue--Oct. 23
Dec. issue--no issue

Mrs Miriam G Peevey
Catlgr, Mechanics Inst Lib
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San Francisco 17, Calif 80-17

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TO MEMBERS OF SAN FRANCISCO BAY REGION CHAPTER

SPECIAL LIBRARIES ASSOCIATION

The Duplicate Exchange Committee is preparing to issue the Fall edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by 30 October 1953 at the latest. They may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

"Want" lists need not be accompanied by lists of contributions, and any member, whether a contributor or not, is welcome to a copy of the complete publication.

Distribution of the list will include contributors and all other libraries or individuals requesting copies by filling out and returning the attached blank by October 30th.

Glenn R. Maynard, Chairman
Duplicate Exchange Committee

Glenn R. Maynard
California Research & Development Co.
Livermore Research Laboratory
P.O. Box 751
Livermore, California

Please send us a copy of the Fall 1953 issue of the Duplicate Exchange List of the San Francisco Bay Region Chapter, SLA.

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San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Vol. 24, No.3
November 1953

NOVEMBER MEETING

WHEN	Wednesday, 18 November 1953
WHERE	Wells Fargo Bank, San Francisco History Room Collection of Early Western Relics, Documents, and Pictures Enter through the 30 Montgomery St. entrance, 7:30 p.m.
SPEAKER	James D. Hart, Professor of English on the Berkeley campus of the University of California, about 8 p.m.
SUBJECT	"What did the Forty-Niners Read?"
DINNER	Get your own beforehand
RESERVATIONS (needed for seating)	Telephone by 4:30 p.m. Tuesday, 17 November 1953:
Peninsula	Miss Barbara White Library, Lenkurt Electric Company San Carlos LYtell 3-2161
East Bay	Library, Shell Development Company OLympic 3-2100, Ext. 621
San Francisco	Library, Standard Oil Company SUtter 1-7700, Ext. 2945

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WHAT'S INSIDE: Pakistan Highlights, 2-4 News Notes, 5

Send news notes to Joseph E. Ryus, 361 LeConte Hall, University of California, Berkeley 4, California.

PAKISTAN HIGHLIGHTS

by

Margaret F. MacKellar

Miss MacKellar was a chapter member before she became librarian two years ago of the United States Information Library in Lahore, Pakistan. She will be in San Francisco this month on home leave before she takes off again for Tripoli, Libya.

What does an American librarian abroad do? What are the libraries like in Lahore --scene of Kipling's Kim and City of Dreadful Night? Those were the questions I was asking two years ago. Perhaps you will be interested in what I found in my 26 months as librarian in the United States Information Center, Lahore, Pakistan.

Since America is considered to be a nation of experts, a librarian becomes an expert on any and all subjects just by virtue of being an American. Consequently I was asked to do such diverse things as teaching swimming to purdah ladies, lecture to college students on American literature, and to University graduate students on the techniques of zoological research. Such activities were, of course, in addition to running the Information Center.

The U. S. Information Center in Lahore had a staff of seven besides the American librarian. Located in the heart of town on the main street, it was open six days a week, eight and a half hours a day. It consisted of one room about 60 feet deep and 20 feet wide with a seating capacity of 35. Since the daily attendance averaged about 420, some days even reaching 680, most of the time there was standing room only.

The collection consisted of 250 magazines, 4 newspapers, and 6000 books. The book collection included technical, fiction, and juvenile as well as Americana--all on open shelves. Open shelves in Lahore were a novelty. And in spite of the dire predictions of local librarians, we did not lose an inordinate number of books.

Although Lahore had many college libraries, a large university library, and the largest public library in the country, our center was the only free library in the city, requiring neither security deposits nor membership fees.

(over)

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PAKISTAN HIGHLIGHTS--Continued

The 11,000 members were predominantly college students, school children, government officials and clerks, college professors, and school teachers.

What type of work did we do? We answered endless questions about the United States: serious inquiries concerning living conditions, politics, history, schools and education, as well as more frivolous ones on hot dogs, baseball, and Hollywood. We helped college students collect material for debates and term papers. We did reference work for government officials and businessmen. We worked with teachers and college professors preparing lectures and special programs. We supplied local librarians with information on the library profession in the U.S. as well as information on cataloging, classification, etc. (We tried hard to arouse interest in a library association -- and did get one as far as the paper stage and even held two meetings.) We sponsored book fairs and book exhibits. American books are received with much enthusiasm. One of our most popular events was a children's book fair.

(over)

Lahore has many libraries, even some special ones. However, these were all connected with colleges or the provincial government. There were no special libraries in private industry or business.

The use of the local libraries was limited by their short hours, membership fees and security deposits, lack of trained librarians, and all too prevalent concept of a library as a storage room. Reference service and interlibrary loans were almost nonexistent.

The University of the Panjab offered a six months' course in librarianship to 20 students a year. The course covered cataloging, classification, library administration, bibliography, and library handwriting (most catalog cards are still hand written.)

The library field in Pakistan was and still is predominantly a man's field, and, as in so many countries, there is need for more trained librarians.

--ooOoo--

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c/o Johnson
Box 723
Atascadero, Calif. 20FIII

Miss Marilyn Deloise Wester
2307 - 17th Avenue
San Francisco 16, Calif. 20BV
(Transfer from So. Calif. Chapter)

Thirteen hundred translations have now been deposited in the John Crerar Library. Photocopies may be purchased or, when paper copies are available, they may be borrowed for $1.50 a translation. A complete price list may be obtained from the SLA Translations Pool, John Crerar Library, 86 East Randolph St., Chicago 1, Ill.

The Committee plans to publish shortly a list of the translations now in the pool. All SLA members are urged to contribute to the pool by deposit of copies, or, when copies are not available for deposit, by loan to John Crerar for a short time with permission to microfilm.

The establishment of this pool emphasizes the increasing need for information regarding translations and for availability of inexpensive copies. It is only by cooperation with such agencies that librarians can assist scientists in keeping informed about current progress and avoid expensive duplication of translation work. A representative from our chapter will be appointed soon to work with the national committee.--(KK)

Mr. LaVern Cutler, librarian of the Stanford Graduate School of Business, is on leave for a year to organize a library for the School of Business of the University of the Philippines, Manila, under a grant from the U.S. Mutual Security Agency.

Miss Marian E. Lucius is SLA's new executive secretary. She leaves the firm of Price, Waterhouse & Company where she has served as librarian since 1946. Prior to that she was librarian at the Research Institute of America.

National Directory of Special Libraries is now available from SLA. $10.

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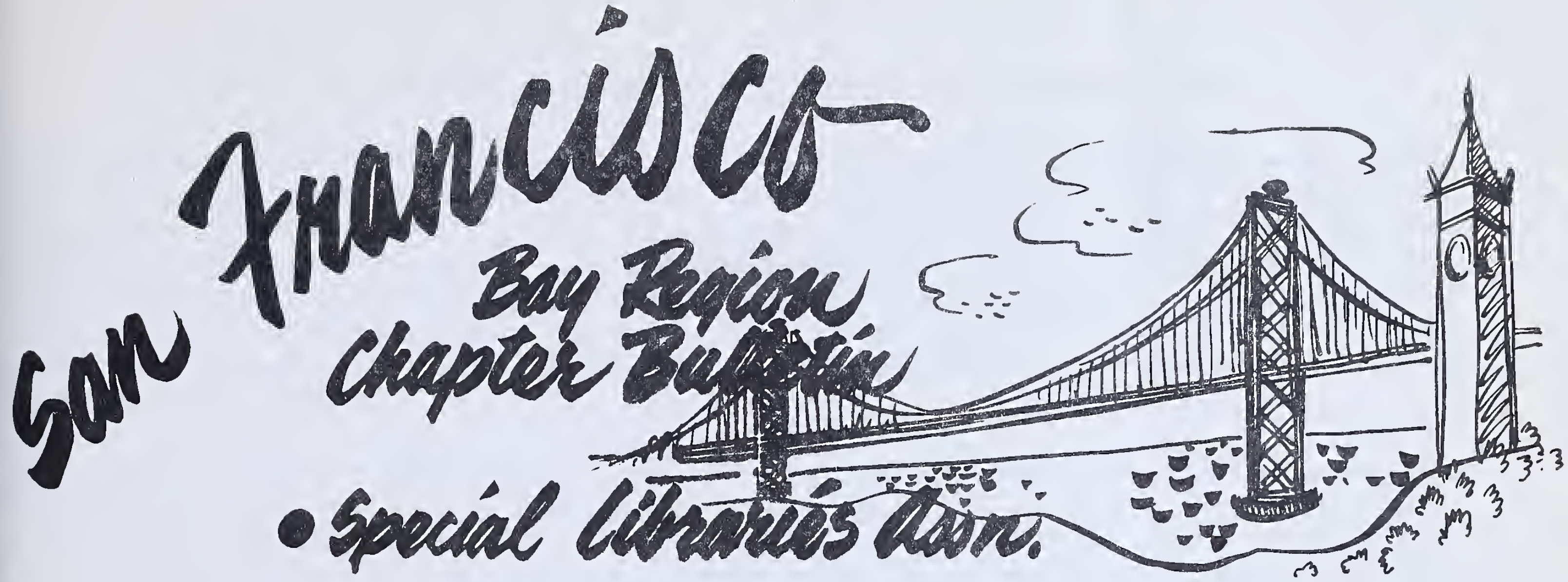

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 24, No. 4 January 1954

JANUARY MEETING

WHEN & WHERE	Thursday, 28 [sic] Jan 54 Berkeley Women's City Club 2315 Durant Ave., Berkeley 6:30 p.m. SF'ers can take F train, transferring at Bancroft to a southbound 51 or 58 bus.
SPEAKER & TOPIC	Mr. Alan VanSeekor, Head, Mending Div., Univ. of Calif. Lib. "FIRST AID TO AILING AND INJURED BOOKS"
PRICE	Dinner: $3.00, incl. tax
RESERVATIONS	Telephone by 4:30 p.m., Tues., 26 January 1954:
East Bay	Library, Shell Devel. Co. OLympic 3-2100, Ext. 621
S.F.	Library, Standard Oil Co. SUtter 1-7700, Ext. 2945

Those unable to attend the dinner are welcome to come afterwards to hear the speaker.

Mr. Alan Van Seekor, Head of the Mending Division of the University of California Library, will speak on First Aid to Ailing and Injured Books." Mr. Van Seekor has been with the University of California Library for 18 years; he organized the Mending Division, instructed the book menders (he has 6 assistants in the Division), and originated methods of repair suited to the Library's heavily-used materials. His repairs have ranged from fixing small tears to complete restoration of rare books.

Mr. Van Seekor was born in the Netherlands, where he underwent his apprenticeship. Both he and his wife have taught a course in hand bookbinding in the Berkeley Evening High School; the course is currently being given by Mrs. Van Seekor.

A question-and-answer period will be held after the talk, at which any questions or problems may be brought up.

BRITISH MUSEUM TALK ON THURS., JAN. 21st

On Thursday, 21 January 1954, Mr. Frank C. Francis, M.A., F.S.A., will speak on the British Museum. The talk will be given at 8 p.m. in Room 145 Dwinelle Hall on the Berkeley campus of the University of California. Mr. Francis is Keeper of printed books in the British Museum and vice chairman of the UNESCO International Advisory Committee on Bibliography. He is also vice chairman of the University and Research Section of the (British) Library Association and editor of the Journal of Documentation. Mr. Francis is now touring the libraries of the United States on a research fellowship after delivering a series of lectures at the Folger Shakespeare Library in Washington, D.C.

GOLD! S.F. CHAPTER TRAVELS BACK 100 YEARS AT NOVEMBER MEETING

The collections in the Wells Fargo bank history room took chapter members back a hundred years into California history at the November meeting. Welcoming the group were Miss Irene Simpson, director; Miss Edna Durkee, Wells Fargo bank librarian; and Mr. Townsend, advertising manager. Miss Simpson indicated the focal points in the room about which the collections were arranged (such as the Gold Spike, a miniature display of San Francisco streets and cable cars, stamp cancellations of the Gold Rush days, and a real Wells Fargo coach) and mentioned that the museum was glad to lend materials for exhibits.

Mr. James D. Hart, professor of English on the Berkeley campus of the University of California, spoke on What Did the Forty-Niners Read? He described vividly although briefly the communities the Forty-Miners lived in and the books they brought with them. Popular works were the Bible, Fremont's Surveys, Bryant's What I Saw in California, and Hasting's Immigrant's Guide to Oregon and California. (The latter fell into disrepute after the Donner Party story reached the East, since they had followed the "Hastings Cut-Off" which he had recommended.)

Also mentioned were booklets by a Mr. Willis of Salt Lake City, and distributed there, which were often referred to in diaries of the period, but of which no copies were known until a woman in England recently sent one to the California Historical Society. The more literary descriptions that were widely read were Francis Parkman's The Oregon Trail and Richard Henry Dana's Two Years Before the Mast (1840). About half the chapters of the latter concerned the 15 months he spent on the land and coastal waters of California. His was the best contemporary description of Spanish California.

(continued on next page)

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GOLD! November meeting--Continued

Once arrived in California the pioneers found it not the raw land that they expected but instead a strange frontier congregated in settlements that were mining-town facsimiles of Eastern urban life. And although the population of San Francisco in 1849 was 92 percent male, with 73 percent of them under 40 years of age, by 1851 in a population of 35,000 people there were 12 bookstores. These people had come mostly from settled communities and were rather well-to-do, as it was costly to make the trip. They had an unexpectedly high level of literary tastes, and so supported bookstores even in the mining communities such as Marysville, which in 1851 had a very good one.

What did the stores carry? They varied, of course, but they provided the "classics" such as Scott and Dickens, books in French and Spanish for the large groups speaking those languages, "penny dreadfuls," the best sellers of the East and England, and undoubtedly remainders from Eastern stores and publishers. And in January 1851, San Francisco rushed through a special printing of the last installment of David Copperfield for a breathless public, bringing it out less than two months after it had appeared in England. In many diaries of the period miners are pictured as though one hand held a bottle while the other might be grasping a book--a paradoxical fusion of liquor and literature.

--ooOoo--

CHAPTER BUSINESS

The S.F. Chapter Executive Board met November 9, discussed and approved the following Chapter business:

Issuance of a new chapter directory in April, 1954.

Appointment of Mrs. Katherine R.Taylor as local representative to the National Translations Committee. Mrs. Taylor also to take charge of compiling a roster of private, commercial translators in this area.

Permission was granted to contact and/or write the Univ. of Calif. Extension Division in the name of the Chapter to inquire about the possibilities of organizing an evening Extension class in Bibliography of Science and Technology. Details to be worked out with Miss Marion Wickline.

Approved changing the name of the "Public Relations Committee" to "Library Promotion Committee"; drafted the following description of the Committee work to serve as a formal Board "charter to operate."

Library Promotion Committee

The purpose of the Library Promotion Committee shall be to foster the establishment of special libraries in business firms, industries, and other organizations in the San Francisco Bay area. Chapter members are requested to notify the chapter president and the committee chairman of proposed new special libraries that may come to their attention, so that appropriate measures may be taken. These measures will include a letter to the organization, apprising it of the existence of SLA, and enclosing appropriate literature, and an offer to assist in the selection of a qualified librarian through the chapter employment service. The committee shall keep the president and the employment chairman advised of proposed new libraries that have been called to the attention of the committee and companies to which the committee has offered assistance. Membership of the committee shall include the chapter employment chairman as an active member, and the chapter president and vice-president as ex officio members.

Approved asking Stanford University Press the status of royalty agreement and payment of royalty on the old S.F. Union List.

Approved sending copies of the Duplicate Exchange List to the Pacific Science Council, Hawaii.

The next Board and Advisory Council meeting will be held in February. All chapter members who have business to be presented before the Board are requested to call or write Miss Karpenstein by February 1.

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CONVENTION NEWS

The Date: May 16-19, 1954 The Place: Cincinnati, Ohio

It is not too early to be planning for the annual SLA Convention, and here is the preliminary program:

Monday	Convention-wide meetings, including Monday afternoon Sci-Tech. Division program on Library Planning. This

CONVENTION NEWS (CONTINUED)

	will include Hows, Whys, and When of Planning; Planning a Library within confined areas; Expansion Programs; New Libraries; Design of Equipment.
Tuesday and Wednesday	Other Division meetings
Thursday A.M.	Annual Business Meeting
Thursday P.M.	Division trips

COORDINATE INDEXING BY THE UNITERM SYSTEM

Interesting discussions of a new system of subject indexing developed by Dr. Mortimer Taube are in the November issue of the Southern Cal. Chapter Bulletin. Applications of the system to library cataloging and reference work at several technical libraries in the Southern California area are discussed by librarians there who have installed the system in their libraries, and who therefore are in a position to give practical evaluations of it.

Those of you who have heard of "Uniterm" but have not had the opportunity to refer to detailed descriptions of it elsewhere are welcome to borrow this issue of the Bulletin either from Mr. Ryus or from Miss Karpenstein.

Dr. Taube has also published a book on "Uniterm", *Studies in Coordinate Indexing* (1953). It may be obtained from Documentation, Inc., 2521 Connecticut Ave., N.W., Washington 8, D.C. Price: $3.00.

HAVE YOU SEEN?

The Establishment of Staff Requirements in a Small Research Library, published in 1952 by the Association of College & Reference Libraries (ALA) (50¢), is recommended for your perusal. Determination of size and type of staff required, and job descriptions are included in the ACRL Monograph. Miss Karpenstein has a copy to lend to those interested in examining it.

CITY DIRECTORY LIBRARY OPENED

A library of city directories covering the principal centers in the U.S., Canada, and Hawaii has been established by the San Francisco Chamber of Commerce in cooperation with R.L. Polk & Co. and the Association of North American Directory Publishers. Located in the Central Files Unit of the Chamber, 333 Pine St., S.F., the directories are for use by Chamber members and the public. - From "Bay Region Business", Nov. 13, 1953.

Officers & Chairmen, San Francisco Chapter
1953-54

President: Miss Katherine Karpenstein, Standard Oil Library, S.F.
SU 1-7700, ext. 3270

Vice President, President Elect and Membership Chairman: Miss Alleen Thompson, Calif. State Dept. of Public Health, S.F.
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Advertising Comm.: Mrs. Isabella Nestor, Anglo-California Nat'l Bank, S.F.

Bulletin: Mr. Joseph E. Ryus, Physical-Science Lib., Univ. of Cal., Berkeley

Duplicate Exchange: Mr. Glenn Maynard, Calif. Research & Dev. Corp., Livermore

Employment: Miss Dorothy Krisher, Shell Oil Co. Library, 100 Bush St., S.F.
EX 2-5400, ext. 576

Library Promotion: Mrs. M. M. Rocq, Head Librarian, Standard Oil Co. Library, S.F. SU 1-7000, ext. 2945

Press Relations Co-Chairmen: Mrs. Marylyn Yearin, Lansing Library Service, Oakland HI 4-4711. Mrs. Elizabeth Williams, Bank of America Library, S. F.

Union List Sales: Miss Marie Koutecky, Standard Oil Library, S.F.

Group Chairmen

Biological sciences division: Miss Janet Thomas, Donner Lab. Library, Univ. of Calif., Berkeley

Science-Technology Division: Miss Marion Wickline, Dow Chemical Co., [illegible] Western Division, Pittsburg, Calif.

Social Sciences Division: Miss C. M. Swanson, Oakland Public Library

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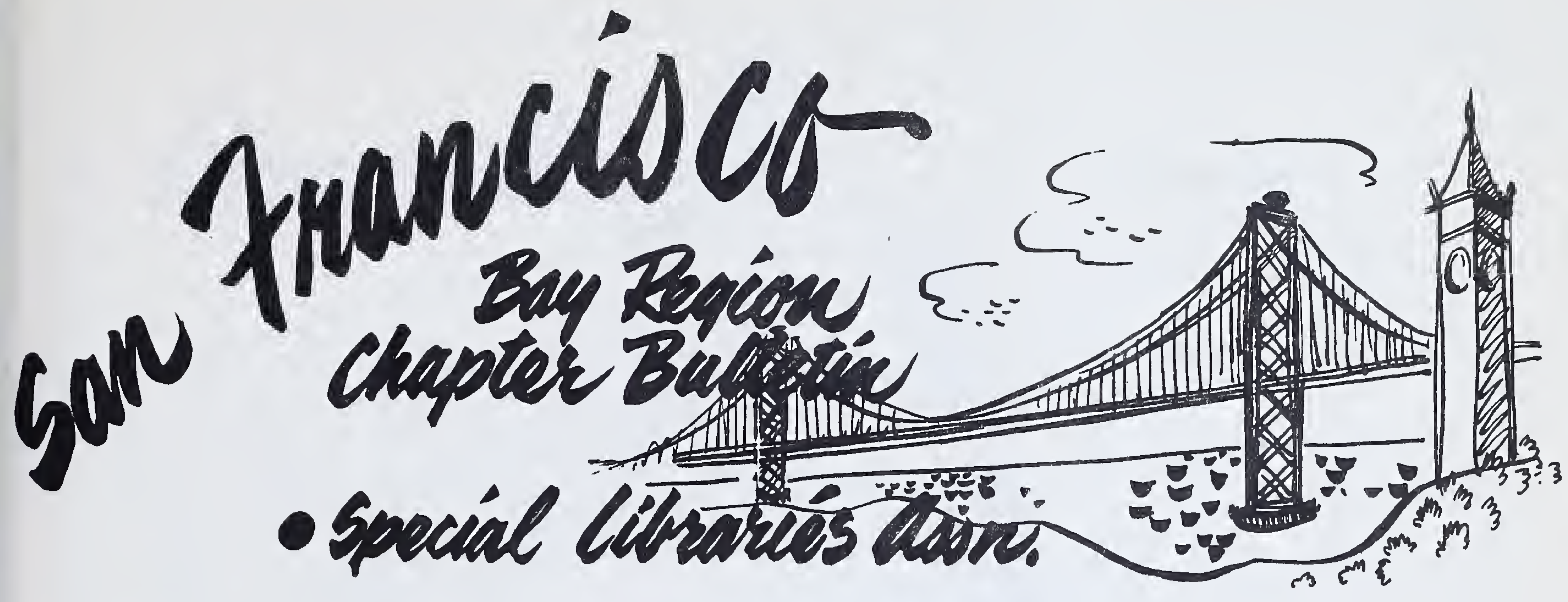

Vol. 24, No. 5 February 1954

FEBRUARY MEETING

WHEN & WHERE	Thursday, 18 Feb 1954 Univ. of Calif. Library Berkeley: at 7:30 meet in corridor next to elevator just inside SW entrance to library
SPEAKER & TOPIC	Mr. Alan Van Seekor, head of the U.C. Mending Division, will continue--and demonstrate--FIRST AID TO INJURED AND AILING BOOKS
DINNER	None
RESERVATIONS	Telephone by 4:30 p.m. Tuesday, 16 Feb 1954:
East Bay	Library, Shell Devel. Co. OLympic 3-2100, Ext. 621
S.F.	Library, Standard Oil Co. SUtter 1-7700, Ext. 2945

Note: Space is limited; please make reservations so that arrangements can be made for additional room if needed.

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WHAT'S INSIDE

2 Voigt to give Extension course
3 Members in the news
4 New members

BETTY ROTH TO SPEAK AT CLA MEETING

Special librarians will be interested in the Golden Gate district meeting of the California Library Association to be held on Saturday, 20 March, in Richmond.

The morning session will have demonstrations of rapid-copy, reproducing, and audio-visual equipment by William R. Hawken, head of the University of California Library Photographic Service, and Irving Lieberman of the University's School of Librarianship. Equipment will include microfilm and record print, Contoura, Xerox, Verifax, tape recorder, Vu graph, opaque projector, film strip and slide projector, and 16mm movie projector.

The luncheon will feature a live demonstration of a radio book-reviewing program by Mr. and Mrs. L.E. Bartlett, whose radio program, sponsored by the public libraries of this area, is scheduled to start on KCBS soon.

The afternoon meeting, centered around costs and values of libraries and their services, will be titled "Libraries, Librarians, and Dollars." Lending of books will be discussed by Rocco Crachi, head of the University of California Library Loan Department; reference service by Mrs. Elizabeth B. Roth, Standard Oil Company; school libraries by Miss Devore Watt of Albany High School; children's libraries by Miss Leone Garvey, Berkeley Public Library; and problems of financing the public library by Laurence Clarke, librarian of the San Francisco Public Library.

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VOIGT TO GIVE EXTENSION COURSE ON "LITERATURE OF SCIENCE AND TECHNOLOGY"

Mr. Melvin J. Voigt, assistant librarian at the University of California Library, Berkeley, and a member of the Science-Technology Division of SLA, will give a course on the "Literature of Science and Technology." The course is designed to give familiarity with scientific and technical literature and to give facility in its use. Scientific and technical materials studied include dictionaries, encyclopedias, treatises, handbooks, reviews, periodicals, abstracts, indexes, patents, government publications, trade publications, and unpublished technical reports. The emphasis and level of the course will be determined by the persons taking it; individual problems in the area of the student's interest may be assigned.

The course (X-402-AB) will be offered by the University of California Extension in room 318 Library on the Berkeley campus. Details: 7-9 p.m., Mondays, 2 units, 15 meetings, $18. Prerequisites (for credit: junior standing (two years of college) and a general knowledge of chemistry.

The first meeting, which may be attended free of charge, will be held on 15 February. The second meeting, because of Washington' birthday, will be held two weeks after that.

MEMBERS IN THE NEWS

Mr. Frederick McLean has recently been appointed librarian of the Industrial Indemnity Corporation in San Francisco. He will organize an insurance library for this company which deals in all types of insurance except life insurance. Mr. K. K. Bechtel, president of the company, also has one of the largest collections of Californiana in the state, and Mr. McLean's work will include cataloging the collection. Mr. McLean is a graduate of the University of Southern California Library School.

Miss Eleanor Wilkins has joined the staff of the Lansing Library Service in Oakland. She was formerly on the staff of the Cleveland Public Library Business Library and the NACA Library.

Congratulations to Miss Isabella Frost, librarian of Lansing, on her nomination as second vice president of the Association.

Mrs. Margaret Uridge is chairman of the local nominating committee. Other members of the committee are Miss Phyllis Anderson, Miss Isabella Frost, Miss Jeannette Hitchcock, and Mrs. Berna Carlson Trickett.

Miss Johanna Fritsche is now on the staff of the Music Dept. of the Oakland Public Library.

Miss Gwendolyn Lloyd, our chapter treasurer, is the author of an article in the January 1954 Special Libraries: Survey of study facilities for foreign library school students in the U.S.

Mr. Melvin J. Voigt is the editor of "Education for Special Librarianship" which appeared in the January 1954 issue of Library Quarterly. Mr. Voigt also wrote the section on "Scientific and Technical Librarianship."

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NEW MEMBERS

The Chapter extends a cordial welcome to the following new members:

Miss Marilyn Faber
Apt. 5
1824 Lakeshore Ave.
Oakland 6, Calif. 20LIII
(Formerly So. Calif. chapter)

Miss Elsie Guyer, Libn.
Shell Development Co. Lib.
Agricultural Research Div.
P.O. Box 1351
Modesto, Calif. 20-III

Mr. Frederick McLean
Industrial Indemnity Co.
155 Sansome St.
San Francisco, Calif.

Miss Selma Markowitz
3 05 B yron St.
Palo Alto, Calif. 20LIII
(Formerly So. Calif. chapter)

Mrs. Marian A. Marshall
1001 Plymouth St.
San Francisco, Calif. 20MIII
(Formerly Colo. chapter)

Mrs. Ferna H. Parkans
Research Dept.
Pabco Products, Inc.
1550 Powell St.
Emeryville 8, Calif. 20LIII

Mr. B. J. Pooler
2725 Dwight Way
Berkeley 4, Calif. 20-VI

Miss Lorraine Pratt, Libn.
Stanford Research Institute
Library
Stanford, Calif. 20LV

Miss Irene Simpson, Director
History Room, Wells Fargo Bank
Market at Montgomery Streets
San Francisco 20, Calif. 20 V

Miss Norma Lucille Springston
250 McAllister St., Apt. 32
San Francisco, Calif. 20FIII

Miss Rose Vainstein
1409 - 15th St.
Sacramento, Calif. 20MIII
(Formerly Baltimore chapter)

Key: 20 = San Francisco Bay Region chapter. F = Hospitals and nursing, L = Science-Technology, M = Social Science, - = none. III = Active, V = Associate, VI = Student.

SPECIAL LIBRARIES ASSOCIATION
San Francisco Bay Region Chapter
Bulletin: v.24 (1953/54)

Editor: Joseph E. Ryus
1905 Virginia St.
Berkeley 9, Calif.
AShberry 3-3568

Physics Library
351 Le Conte Hall
University of California
Berkeley 4, Calif.
AShberry 3-6000 Ext. 8147

March deadline: 5 p.m., Mon, 1 March

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San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Vol. 24, No. 6 March 1954

MARCH MEETING

when & where	Wednesday 17 March 1954 7:30 p.m., Library (3d floor) Hastings College of the Law 198 McAllister St., S.F.
speaker	Mr. Thomas S. Dabagh, Special Assistant to the President, University of California, and formerly Law Librarian and Assistant Dean, School of Law, University of California, Los Angeles.
topic	LAW-LIBRARY MATERIALS AND SERVICES (Questions from the floor will be welcome.)
dinner	None. Hotel Whitcomb and Maison Paul are near if informal groups wish to have dinner together.

reservations not needed

+ + + + + + + + + + + + + +

JANUARY AND FEBRUARY MEETINGS

This year's methods meetings on book mending were among the most successful we have had. Over fifty librarians were present at each meeting, not counting library-school students, to listen to Mr. Alan Van Seekor, head of the Mending Division of the University of California Library at Berkeley, talk on "First Aid to Injured and Ailing Books." At the first meeting, Mr. Van Seekor spoke on simple repairs such as mending torn pages, reinforcing whole pages with tissue, etc. He also mentioned the booklets on book mending that the various library-supply companies put out. (Demco, Gaylord and Library Bureau offered to send free copies to anyone at the meetings who requested them. Many did.) At the February meeting, Mr. Van Seekor showed the group through the Mending Division and then gave forceful demonstrations of actual repairs, answering questions from the floor as they arose. The audience kept asking questions right up to the library's closing time, 10 p.m.

A most successful meeting.

/ / / / / /

CLA GOLDEN-GATE DISTRICT MEETING

The Golden Gate district of the California Library Association will hold an all-day meeting on Saturday 20 March 1954. The morning session will have demonstrations of rapid-copy, reproducing, and audio-visual equipment. The luncheon will have a live demonstration of a radio book-reviewing program. The afternoon session is on "Libraries, Librarians, and Dollars." Betty Roth will be one of the speakers.

SAN FRANCISCO BAY REGION SPECIAL LIBRARIES SALARY SURVEY

Current salary statistics are needed by the Employment and Library Promotion Committees to answer inquiries of prospective employers and of applicants. As a professional association, we are hampered in some aspects of our work by lack of information about salaries. In many cases library salaries are a "deep, dark mystery", and this is a source of confusion and awkwardness in advising both management and prospective applicants. It also hinders librarians wanting to change positions, since a standard to guide them is lacking.

To get some idea of the present salary situation in special libraries in this area, it has been decided to ask the cooperation of the members of this chapter in the San Francisco Bay Region, in supplying anonymously the information requested on the card enclosed with this Bulletin.

Although it is realized that returns to this questionnaire will provide incomplete information, nevertheless such information will still be of value in determining salary levels both for assistants and those in charge.

General results may be released, but data on individual returns will be kept confidential. The greater the response, the more value the survey will be to the promotional and employment committees, hence indirectly to you.
No signature, please; just check the items on the self-addressed, stamped postal card to-day -- now -- at once -- and mail it now. Thanks.

The Executive Board.

PLEASE, NO SIGNATURE

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CHAPTER BUSINESS

Feb. 8, 1954

At the open meeting of the Advisory Council and Executive Board, these topics were discussed:

It was the consensus that a chapter salary survey should be made for the use of the Employment and Library Promotion Committees. A special committee headed by Miss Dorothy Krisher to prepare the questionnaire. The questionnaire to be included in the March Chapter Bulletin.

It was voted to defer sending a contribution to the SLA Student Loan and Scholarship Funds until more details are obtained on the Scholarship Fund. The matter to be reconsidered at the next Board meeting in May.

The advisability of organizing subject groups within the chapter, to help in planning and arranging for the monthly programs was discussed in some detail. The general opinion was that the present system was satisfactory and that the chapter is not large enough to warrant breaking it into divisions.

Authorization was given to have copies of the chapter Constitution mimeographed; to be distributed to all present chapter members with the forthcoming chapter membership list, and in the future to be sent to each new member upon affiliation.

Interim committee reports were given by the chairmen of Archives; Library Promotion; Duplicate Exchange; Press Relations, and Bulletin. The Treasurer reported receipt of $36.00 from Stanford Press for royalties on the old Union List, and sales of $853 on the new Union List (cost was $1215).

The next Board meeting will be held in May. We solicit your suggestions for improving the operation of our Chapter. Send us your comments, your gripes, and your advice.

######

NEW MEMBERS

The Chapter extends a cordial welcome to the following new members:

Miss Elinor M. Alexander
721 Hilldale Ave.
Berkeley 8, Calif. Act.

Miss Josephine C. Fabilli
2445 Ashby Ave.
Berkeley 5, Calif. 20M3
(Transferred from Washington D.C. chapter)

Mr. Frederick E. Frost
321 East Duane Ave.
Sunnyvale, Calif. 20L3

Miss Natalie Mestechin
S.F. State College Lib.
San Francisco, Calif. 20H5
(Transferred from Western New York chapter)

Mrs. Roberta K. Orcutt
3158 College Ave.
Berkeley 5, Calif. 20L5

Miss Vera Pollock
Chemistry Dept.
Stanford Research Institute
Stanford, Calif. 20L3
(Transferred from Cincinnati chapter)

Mrs. Muriel B. Wood
Kaiser Steel Corporation
Record Control Department
1924 Broadway, P.O. Box 58
Oakland 12, Calif. 20C3

Key: 20 = San Francisco Bay Region chapter. C = Business, H = Museum, L = Science-Technology, M = Social Science. 3 = Active, 5 = Associate

--ooOoo--

Mrs. Marda Evans has been employed to organize a library for the California State Public Utilities Commission in San Francisco.

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NEW ABSTRACT SERVICE

A new technical abstract service was started in January by the American Petroleum Institute. Initially the service is to cover about a hundred periodicals, mainly in the field of petroleum refining. However, if the journal covers other fields in the industry (exploration, transportation, etc.), articles in those subjects will also be abstracted. The service is issued weekly and multiple copies can be subscribed to. Subscriptions are available to all interested. Sample copies of the bulletin, rates, and additional information may be obtained by writing Mr. L.C. Stark, American Petroleum Institute, 50 West 50th St., New York 20, New York.

DUES - DUES - DUES

Annual SLA dues are now due. Payment should be forwarded either to SLA Headquarters in New York or to this Chapter's membership chairman, Miss Alleen Thompson, California State Department of Public Health Library, 760 Market St., San Francisco.

WHY SHOULD I BELONG TO SPECIAL LIBRARIES ASSOCIATION?

This question is frequently asked by prospective members. The National Membership Committee has listed some good reasons for belonging, so that each member can be prepared to answer intelligently when the question is put to him.

Membership recruitment is not just the job of the membership committee. It is the job of each member to interest eligible persons in SLA.

Ten Rights and Privileges of Membership in SLA

1. Contacts - Many benefits are derived from contacts with other librarians with mutual problems. Special librarians meet a minimum of libraries in the course of their daily work, hence membership in SLA provides opportunities for meeting librarians having common grounds of interest. Interlibrary loan service and other special services are expedited through the librarian's personal acquaintance with special librarians in the area.

2. "Special Libraries" - The professional journal of the Association is a medium of exchange to acquaint members with the business of the Association and to publish practical articles on the administration and techniques of special libraries in the various subject fields. Free to Active, Institution, Sustaining, Honorary and Library members; $7.50 to Associate and Student members and to nonmembers.

3. Annual Conventions - The opportunity to meet specialists in all fields of library work and to hear discussions of modern trends in the special library field.

4. Association Divisions - Free membership in one Division, which affords the opportunity for members to contribute to the advancement of methods and ideas in their particular subject field. Most divisions publish an official organ which brings the member into direct contact with persons of like interest.

5. Placement Service - An Association-wide free service provided by the Headquarters staff and locally within the chapters.

6. Dues - One membership fee to the Association automatically entitles one to membership in a local chapter without payment of additional dues.

7. Institutional Membership - This type of membership is transferrable from one librarian to another; the privilege does not interrupt the institution's relationship with SLA in case the librarian resigns. (An Active membership remains in the name of the original applicant and goes wherever the member goes. It cannot be transferred to another person.) Institutional membership permits the purchase of nonperiodical publications of the Association at a fifty percent discount.

8. Professional Activities - Any organization which works successfully toward the improvement of the status of the profession must have adequate financial support. SLA works toward the advancement of all special libraries; thus all special librarians should belong to the Association. Institutional Memberships go a long way toward helping to provide this required financial support.

9. Headquarter's Office - "Your address when in New York." A source of assistance for the beginner in administering a special library through the loan of sample classification systems, staff manuals, etc.

10. Student Loan Fund - An aid to students and active librarians who wish to further their professional training.

DUPLICATE EXCHANGE LIST

SPRING EDITION

The Duplicate Exchange Committee is preparing to issue the Spring edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by March 31, 1954, at the latest. They may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

"Want" lists need not be accompanied by lists of contributions, and any member, whether a contributor or not, is welcome to a copy of the complete publication.

Distribution of the list will include contributors and all other libraries or individuals who request copies by filling out and returning the attached blank by March 3 1, 1954.

Glenn R. Maynard,
Chariman
Duplicate Exchange Committee

Glenn R. Maynard
California Research & Development Co.
Livermore Research Laboratory
P. O. Box 751
Livermore, California

Please send a copy of the Spring 1954 issue of the Duplicate Exchange List of the San Francisco Bay Region Chapter, SLA, to the following address:

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Miss Mary K. Logan
Mechanics Institute Library
57 Post St.
San Francisco 4, California

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 24, No. 7 April 1954

APRIL MEETING

Date	Thursday, 15 April 1954	
Place	Bar Association Lounge Mills Tower 220 Bush Street San Francisco	
Time	Cocktails 6:00 p.m. Dinner 6:30 p.m.	
Price	Dinner $3.00, incl. tax and tip	
Speaker	Mrs. Carma R. Zimmerman, State Librarian	
Reservations	Telephone by 10 a.m. Tuesday, 13 April 1954	
	East Bay	Library, Shell Development Co. OLympic 3-2100, Ext. 621
	S.F.	Library, Standard Oil Co. SUtter 1-7700, Ext. 2945

Those unable to attend the dinner are welcome to come afterwards to hear the speaker. This is our opportunity to introduce Mrs. Zimmerman to our chapter and, in turn, to become better acquainted with her. As those of us who have heard her at CLA know, Mrs. Zimmerman is an excellent and interesting speaker. Members are urged to take advantage of this opportunity to welcome her to our chapter.

MARCH MEETING

Our March meeting was held at the Hastings College of the Law. Dean E. A. Hogan led the group on an extensive tour of the new building. Dean D. E. Snodgrass gave a short history of the school and described its practice of hiring professors over sixty-five years old.

The speaker of the evening was Mr. Thomas S. Debaugh, special assistant to the president of the University of California, and formerly law librarian and assistant dean of the School of Law, University of California, Los Angeles. Mr. Debaugh stated that a law library consists mainly of statutes, court decisions, digests of court decisions, compilations and annotations of statutes, law reviews, law journals, and ency-

(continued on next page)

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March meeting--continued

clopedias. Handy guides to this material are the Index to Legal Periodicals and Shepard's Citations. He cautioned law librarians against doing too much research and stated that they should do spot reference only and indicate possible sources. Convenient law books for any special library are: Black's Law Dictionary; Deering's California codes, especially the civil, civil procedure, labor, penal, probate, vehicle, and perhaps the business and professional codes; Martindale-Hubbell Law Directory, especially v.3, a digest of the more important general laws of the several states; and Witkin's Summary of California Law. Miss Hazel Reed, librarian of Hastings College of the Law library, was the hostess for the meeting.

MEMBERS IN THE SAN FRANCISCO BAY AREA -- ABOUT THOSE QUESTIONNAIRES

Have you sent in the card enclosed in last month's Bulletin for the Salary Survey? If not, please do so now. If you have mislaid the card, call or write Miss Dorothy Krisher, Shell Oil, 100 Bush St., S.F. (EXbrook 2-5400, Ext. 576). She will send you another card.

With regard to the list of translators, Mrs. Taylor now has nine names, with quite an assortment of languages: Bulgarian, Chinese, Czeck, Danish, Dutch, French, German, Hungarian, Italian, Norwegian, Polish, Portuguese, Russian, Serbian, Japanese, Spanish, and Swedish. Additional names will welcomed. The list will be compiled soon, and will be sent on request to members interested. Call or write Mrs. Katherine R. Taylor, 208 Panoramic Way, Berkeley (THornwall 5-0837).

MEMBERSHIP DIRECTORY

The Chapter Membership Directory will be compiled this month; it will list only those members who have paid their dues for 1954. Don't be among the missing -- if your dues are unpaid, please send your check right away to Miss Alleen Thompson.

ALL ABOARD FOR SLA CONVENTION, CINCINNATI, MAY 16 to 20

If you haven't quite made up your mind about going to Convention, these program highlights will convince you that you should go:

Dr. R.A. Kehoe, Director of the Dept. of Preventive Medicine & Industrial Health of the famous Kettering Laboratory will speak on "The Role of Bibliographic Research in Scientific Investigation".

The Transportation Division joins the Business Division for a meeting and tour of Cincinnati's majestic Union Terminal; speaker, Mr. K.J.Knudson, Commissioner, U.S. Interstate Commerce Commission.

The Newspaper Division will have as a speaker Mr. R.H. Ferger, publisher of the Cincinnati Enquirer, whose topic is "Benefits Newspapers Get From Newspaper Libraries."

The Petroleum Section's speakers are: Mr. Hugh Field, Atlantic Ref.; Mr. Charles Hardwick, Ohio Oil, and Mr. John Alden, Phillips Pet. Topics: Centralized abstracting; Oil Prices and Competition; Indexing Government-sponsored research reports.

Visits and tours include: Proctor & Gamble's new Miami Valley Laboratories; Ohio Oil Co. Refinery; Champion Paper & Fibre Co., Hamilton; National Cash Register Co.; Wright Field, Dayton; Visit to Louisville; Tour of large engineering project designed to harness the Ohio River; The new $4,000,000 Sanitary Engineering Center, the U.S. Public Health Service.

Workshop on Library Planning and Equipment.

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San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol.24, No.8 May 1954

The May Meeting will be at Lick Observatory, Mount Hamilton, on Saturday, May 22. Double postcards were mailed out earlier this month and were to be returned by May 14. No cancellations after May 18. The chartered bus will arrive at Lick around noon and will return between 2 and 3 p.m. Persons driving their own cars are reminded that no evening visitors are allowed at the Observatory except on Fridays.

The Nominating Committee submits the following slate of 1954/55 chapter officers. Additional nominations may be made from the floor at the May meeting. Election will be by mail.

Vice-President and President-Elect:

Beverly Hickok
Librarian, Institute of Transportation and Traffic Engineering, University of California. At present, secretary of the Transportation Division of SLA.

Ruth Wingfield
Assistant Librarian, Shell Development Co. Chapter director, 1948-50.

Director (2-year term)

Marian Wickline
Librarian, Dow Chemical Co., Western Division, Martinez. (Lives in Berkeley.) Active in national SLA.

Mrs. Elizabeth D. Williams
Lansing Library Service. Former chapter Bulletin editor.

Secretary (2-year term)

Mrs. Isabelle L. Nestor
Librarian, Anglo-California National Bank, San Francisco.

Jane Wilson
Librarian, Committee for a Free Asia

CAN YOU MEASURE REFERENCE COSTS?

Abstract of a talk given by BETTY ROTH to the Golden Gate District of the California Library Association on April 20, 1954. Mrs. Roth is Assistant Chief Librarian, Standard Oil Company of California, San Francisco. To be published in full in the April 1954 issue of News Notes of California Libraries.

Can you measure reference costs? The answer is Yes, you can--but should you? You can work up the basis of a cost system if you stick to measuring direct labor costs. The concept of value in reference work has always caused trouble. The literature is littered with attempts to define and defend the value of reference. An interpretative question of tax classification, settled in a morning's reference, resulted in a saving of $5,000 to the company, and the management acknowledged this in writing to the librarian. Recently a new industrial building needed a coat of paint. Two opinions of what paint and what method sent one engineer to the library. The librarian was able to search out for him a specification in the new volume 1 of Steel Structures Painting Council Manual. The spec supported the cheaper method as being as good as the more expensive, thus saving the company $7,000.

Most libraries have the beginning of a cost system, but they do not carry it far enough, make it fine enough, or keep it up consistently. Mr. Pierce and the librarians who helped him in the Public Library Survey have published there a classification system for measuring reference costs. It can be easily adapted to each library.

--ooOoo--

NEW MEMBERS

Mrs. B.J. Houghton, Asst. Ln., Research Dept., Federal Reserve Bank, 400 Sansome St., San Francisco 20, Calif.

Mr. James A. Petrella, 1451 Holly Drive, Tacy, Calif. (Transferred from Minnesota chapter)

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Masters Theses in Science, 1952. Edited by Barton Bledsoe. Biblio Press, 1129 Vermont Ave., N.W., Washington 5, D.C. $7.00. 5,688 theses are listed.

"The New York Council of Advertising Agency Librarians." By Nathalie D. Frank, Librarian, Geyer Advertising, Inc., New York. Advertising Agency, April 1954, p.90.

> Membership is limited to 15 head agency librarians in New York, selected on the basis of administrative experience, professional standards, and scope of their libraries. Candidates are elected by unanimous vote of the group, which meets monthly from October through May. Absence from two or more regular meetings, without serious cause, terminates council status.
>
> The council tackled a problem which had grown to critical proportions. Illogically, they were having great difficulty in procuring copies of significant studies produced by the various media. Some publishers were overlooking the value to them of including the agency library when distributing copies of surveys; others were adamantly protecting their brain progeny from what they erroneously imagined to be sure-death-by-library-file. As a result of this initial joint effort, the present flow of research data to agency librarians from media men has increased in volume and constancy.
>
> Other projects and services of the group are also reviewed.

Summary Report of the SLA San Francisco Salary Survey, March 1954

Following is the summary report of results of the salary-survey questionnaire sent to 167 member SLA librarians in the immediate San Francisco Bay area. Questionnaires were not sent to member head librarians and assistant librarians of large public and university libraries. Eighty-six returns were received, representing a very good percentage. Two returns could not be used because they were from libraries in categories not listed on the questionnaire.

++Results are not to be reproduced without written permission from the chapter president, Miss Katherine Karpenstein, Standard Oil Co. Library, 225 Bush St., San Francisco 20, Calif.

ype of ibrary	Type of Position	Number Reporting	Salary Ranges Low	Salary Ranges High	Median
usiness Indus.	Head Libn.	25	$3600-$3700	$7000-$7100	$4800
"	Lib. Asst.	14	3700-3800	8400-8500[+]	4560
ovt. & ublic	Head Libn. or Dept. Head	14	3500-3600	7100-7200	4967
"	Lib. Asst.	9	3400-3500	5000-5100	3960
niv.	Dept. Head or School Head	13	4200-4300	6600-6700	5000
"	Lib. Asst.	9	3500-3600	5400-5500	4620

[+] The next highest salary reported in this category was $5040; however, this figure oes not change the median for this group.

If you have not filled in and returned the questionnaire, we shall appreciate your oing so. If you have lost your card, you may request one from Miss Dorothy Krisher, hell Oil Co. Library, 100 Bush St., San Francisco 6, Calif.

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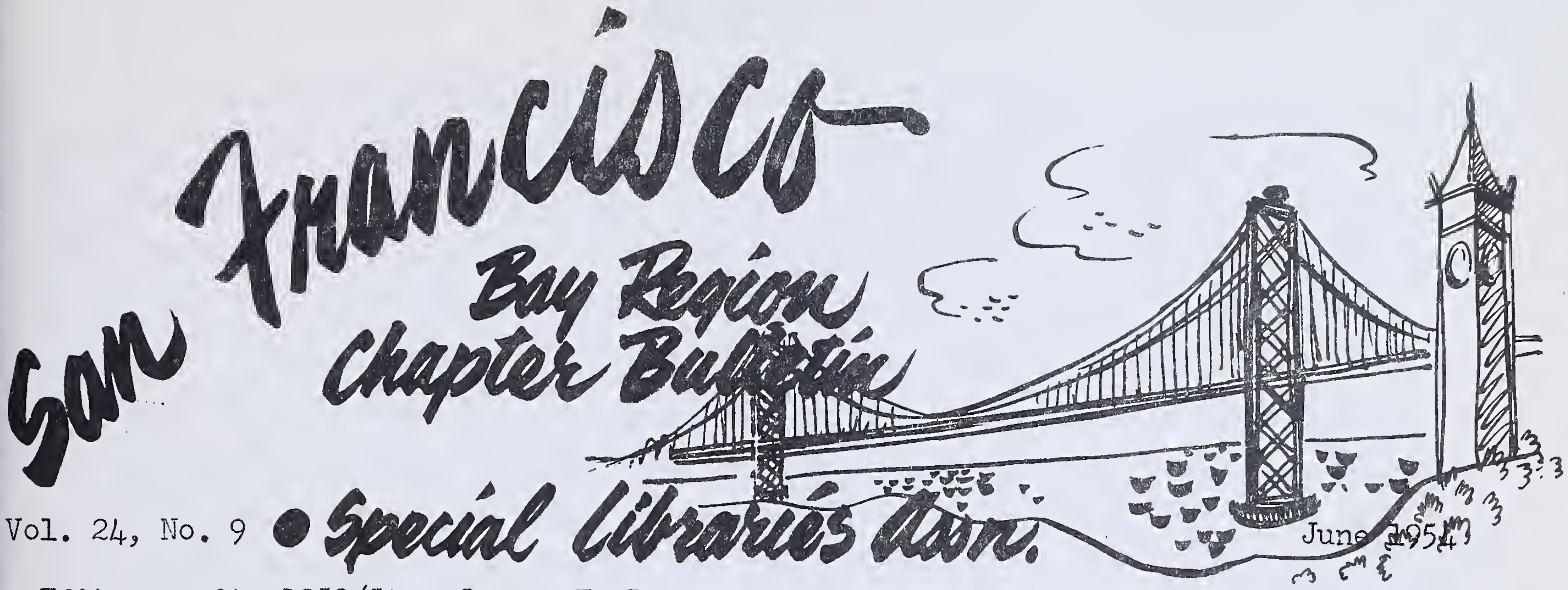

Vol. 24, No. 9 June 1954

Editor, v.24, 1953/54: Joseph E. Ryus,
1905 Virginia St., Berkeley 9, Calif.
~~AShberry 3-3568~~

or Physical-Science Libraries, 351 Le Conte Hall, Univ. of Calif., Berkeley 4, Calif. AShberry 3-6000, Ext. 8147.

--oo0oo--

"Any conscientious, hard-working SLA member is likely to find one day that he has somehow been persuaded to accept an appointment as bulletin editor despite protestations that he has never had any previous experience in editing or publishing.

"In a desperate effort to find out what is expected of him, the new editor may study recent issues of his bulletin and read with foreboding his predecessor's happy farewell remarks, each phrase echoing the happy relief ⌊Amen!--jer⌋ to be free of this laborious task.

"The new editor casts about for information which will be useful in helping to fulfill his editorial obligations. If he is lucky, he may count on the help of SLA colleagues to see him through. More often trial and error is the only course of action open to the new editor." ...

--Minutes of the ⌊1st⌋ Editors' Bkfst. & Round-Table, SLA 44th Ann. Conven., Toronto, 1953. Distributed at 2d Round-Table, 45th Ann. Conven., Cincinnati, 1954.

JUNE MEETING

when & where	Wednesday 16 June 1954 6:15 p.m.: social 6:45 p.m.: dinner St. Julien's, 140 Battery St. San Francisco
why	Installation of new officers Reports on SLA Cincinnati convention by 5 of our chapter members who attended--each report limited to 5 minutes
dinner	$3.15 incl. tax and tip
reservations	Telephone by 9:00 a.m. Tuesday 15 June:
east bay	Lib., Shell Devel. Co. OLympic 3-2100, Ext. 621
s.f.	Lib., Standard Oil Co. SUtter 1-7700, Ext. 2945

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MEMBERSHIP DIRECTORY

If you have not received your directory, please notify the president. Also please report any errors in listings. Please make the following CORRECTION:

No. 129: the mailing address should read: P. O. Box 356.

MAY MEETING

More than 50 members and guests visited Lick Observatory on an all-day tour on Saturday, May 22. Following a brief business meeting at which nominees for our 1954/55 chapter officers were introduced, Dr. C. D. Shane, Director of the Observatory, and Mrs. Noren, Assistant to the Librarian, showed us the library. Blueprints for the new library, soon to be built adjacent to the present building, were on display. Dr. Shane exhibited and described both the refracting telescope and the new observatory to house the new reflecting telescope (the mirror for which is now on hand, in process of being ground). The refracting telescope was the largest in the world when it was installed in the early 1880's and has made possible much astronomical investigation and discovery. It is open to the public on Friday evenings from 7 to 9. The mirror of the new relecting telescope will measure 120 inches in diameter, second in size only to that on Palomar Mountain.

Father Berthiot, of the University of Louvain, Belgium, is spending several months at the Observatory, microfilming the entire book collection. This will help to replace Louvain's library, which was largely destroyed in both the first and second world wars. Father Berthiot briefly explained his camera and films.

Box lunches were served on the porches and lawn of the Shanes' home, and Mrs. Shane, our very cordial hostess, provided coffee and sundaes.--(bw)

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ANNUAL REPORTS OF OFFICERS

President

The work of the Chapter as carried on by the committees is recorded by them in the reports that follow. I do not propose to summarize them for you as they are worth reading in their entirety. To every officer, committee chairman and committee member I extend sincere thanks for work well done. Thanks also to all the members who supported the Chapter activities by their interest and by their attendance at the fine programs which Mrs. Brenner, our program chairman, arranged for us.

I do want to comment briefly on several activities new to the Chapter this year. After years of discussion and previous attempts to set up a Library promotion or Library advisory committee, we were able to establish such a committee this year under the able chairmanship of Mrs. Margaret Rocq. We are convinced that this project will show significant results and recommend its continuance. Another new committee, the Translations committee, is filling a need for information on local translators, a project which has been commended by the national Translations pool chairman. We urge, also, that all libraries that can do so, send copies of translations to the national pool. We feel that another project this year filled a real need--the salary survey, a Summary report of which appeared in a previous Bulletin. We believe, along with the National Social Science Division of SLA, that the national Association should seriously consider sponsoring a membership-wide survey. This would be useful, not only to the local employment chairmen, but also in the Association's new recruiting program.

Credit is due Miss Marian Wickline, who was successful in getting the University of California Extension Division to offer this year, an evening class in the Bibliography of Science and Technology, taught by Mr. Melvin Voigt.

At its April meeting, the Executive Board voted to contribute $30.00 to the SLA Scholarship and student loan fund. Letters of thanks have already been received from Miss Rose Boots, Chairman of the Committee and from Miss Marian Lucius, Executive Secretary. The contribution of the Chapter was made in the belief that the establishment of scholarship awards would do much to benefit the Association and the profession by promoting professional education for future special librarians. We hope the Chapter will be able to contribute again to the Fund.

Because many members do not have copies of the Chapter Constitution, copies were mimeographed and included in the mailing of the new chapter directory. We believe each member should have a clear idea of the "government" of the chapter to contribute intelligently to its activities. We confess to another reason, too--the constitution sets out the means by which subject groups may be organized. We think serious consideration should be given to the organization of some division groups in this Chapter. For that reason, also, we included in the directory the national division membership of each person.

Last year, for the first time in this chapter, we sent a letter to each local member requesting him to state what committee work he would be willing to be considered for. The response was most gratifying. We hope the new president receives as fine cooperation. The Nominating committee has selected nominees of high quality for next year's officers, and I hope their experience will be as pleasant as mine has been.

Katherine Karpenstein, President

Advertising Committee

Advertisements from both J.W. Stacey, Inc. and The Technical Book Company have appeared in all issues of the Chapter Bulletin.

Invoices have been mailed covering these insertions and the one expected in the June issue. They are:

J.W. Stacey, Inc.	
9 1/2-page insertions at $4.00 each	$36.00
Technical Book Company	
8 1/2-page insertions at $4.00 each	$32.00
Total revenue to be received	$68.00

Isabella L. Nestor, Chairman

Archives Committee

The Archives committee continued to receive and file the material sent to it and our own Bulletins.

The files were consulted by various members and committee chairmen about six times during the year.

The archives are always available for consultation during the hours which the Mechanics' Library is open, as they are kept in a locked closet at the Library.

Mary K. Logan, Chairman

Duplicate Exchange Committee

During the year two duplicate exchange lists were sent out; one in October, the other in April. The Fall list had 24 contributors and 53 copies were mailed out. The Spring list had 17 contributors and 37 copies were distributed. The stencils for the two lists were sent to the Pacific Science Council Secretariat, Honolulu, Hawaii, to enable them to reproduce the lists and send them out to their members.

Total cost to the Chapter for postage and envelopes totaled $8.06. Other materials and labor were contributed by members of the Committee.

Glenn R. Maynard, Chairman

Employment Committee

Personal interviews with applicants	66
Personnel record cards received	46

New positions reported		
Professional	8	
Non-professional	3	11
Positions filled		
Professional	5	
Non-professional	0	
Pending from 52-53	1	6
Positions pending, professional		2

Dorothy L. Krisher, Chairman

Library Promotion Committee

The Library Promotion Committee was formed at the beginning of this year. Its functions were outlined by the Executive Board November 9, 1953 as follows:

"The purpose of the Library Promotion Committee shall be to foster the establishment of special libraries in business firms, industries and other organizations in the San Francisco Bay area. Chapter members are requested to notify the chapter president and the committee chairman of any proposed new special libraries that may come to their attention, so that appropriate measures may be taken. These measures will include a letter to the organization, apprising it of the existence of SLA, and enclosing appropriate literature, and an offer to assist in the selection of a qualified librarian through the chapter employment service. The committee shall keep the president and the employment chairman advised of proposed new libraries that have been called to the attention of the committee or that the committee has offered assistance to. Membership of the committee shall include the chapter employment chairman as an active member, and the chapter president and vice president as ex officio members."

The Committee limited its activities during the past year to:

1. Learning of old or new organizations which planned to establish libraries and to employ librarians and assisting them with appropriate measures.

2. Learning of firms coming into the area which might be interested in establishing libraries and providing them with information.

During the year committee members scanned advertisements and news stories in newspapers and in business and industrial periodicals and reported leads to the chairman. Then a letter was written by the committee and sent to the executive officer of seven corporations and organizations selected. Letters will be sent to three additional firms by July 1. During the year the committee offered its services to three other companies planning to employ librarians.

The following publications were obtained from the Executive Secretary for the use of the committee:

10 copies	"The Company Library - What it is and Does," by Rose Vormelker

25 copies	"The Company Library - A Tool of Management," by Alma C. Mitchill
3 copies	"Behind the Specialist - The Special Library," by Kathleen B. Stebbins
3 copies	"The Working Library," by Elizabeth Ferguson

The committee feels that a beginning has been made. It hopes that this work will be continued and recommends that the procedures followed this year, especially cooperation with Employment Chairman, be continued, and that a meeting of librarians and organization representatives be held when the time seems appropriate.

(Mrs.) Margaret M. Rocq, Chairman

Committee Members
Miss Phyllis J. Anderson
Mrs. Marjorie Schuler
Miss Dorothy L. Krisher
Mrs. Berna Trickett

Membership Committee

According to our records we have the following paid-up members in the San Francisco Bay Region Chapter as of May 7, 1954:

Active	119
Associate	49
Institutional	13
Life	1
Sustaining	1
Student	1
Total	184

In 1953 we had 181 members while at the end of 1952 we had 195. We had one new Institutional membership this year, Industrial Indemnity Company.

A new membership directory is scheduled for this monty. It is in the process of being mimeographed so should be available shortly.

Prospective members were either contacted in person or by letter. Some ten letters with applications enclosed were sent to which there was no response. It would seem at least from this one experience that it is a waste of time to write. Perhaps the best thing is to call, and then if they seem interested to send an application form.

Alleen Thompson, Chairman

Press Relations Committee

The Committee sent releases to all local newspapers, for all meetings except one. At least one newspaper (Berkeley Gazette) printed each release. Response of the other papers seemed largely determined by the newsworthiness of the subject. The Berkeley Gazette offered to run a roster of local members, which the Committee plans to submit with the release on the last meeting of the year. Original copies were sent to each paper. As many names as possible were included, and in some instances different copy was submitted to San Francisco and East Bay newspapers, to point up local interest. All of the printed releases that the Committee found are included in the Scrapbook.

Clipped to the Scrapbook is the Committee's tabulation of names of staff members of local papers handling news of professional organizations and the style, timing, and form in which they prefer releases, to aid next year's committee. We recommend that releases, in a readable style, continue to be sent monthly to the newspapers.

Marylyn G. Yearin,
Elizabeth D. Williams, Co-Chairmen

Program Committee

DATE	PLACE	PROGRAM
September 23	Dinner Meeting Bellevue Hotel, S.F.	Mrs. Muriel Tsvetkoff, General Manager of the Better Business Bureau of San Francisco, speaker. Taking as her topic "40,000 ears to the ground", she presented facts that all should know about attempts to defraud the public and the effort being made to thwart these frauds. The booklets offered for sale by the Bureau were publicized.
October 15	Dinner Meeting Colonial Manor, S.F.	Dean Morris A. Stewart of the Graduate Division of the Univ. of Calif. told us of the Cooperative Research Foundation, its functions and the areas in which it serves, and how we can assist in the service it is offering.
November 18	Wells Fargo Bank History Room Collection	An interesting evening offered the opportunity to examine closely the collection of varied early western relics, pictures and documents, with comments on it by the curator and assistance of other members of the bank's staff. James D. Hart, Prof. of English, Univ. of Calif. gave a resume analysis of the literature that the 49ers read. Miss Irene Simpson, Curator, was responsible for the success of this program.
January 28	Dinner Meeting Berkeley Women's City Club	Mr. Alan Van Seekor, Head of the Mending Division of Univ. of Calif. Library spoke on "First aid to ailing and injured books." A spirited question and answer period followed his remarks. This was the first

DATE	PLACE	PROGRAM
		of two methods meetings on this subject.
February 18	Staff Room - Library University of California	A brief visit to the Mending Division of the library, was followed by demonstrations by Mr. Van Seekor of methods used to accomplish the various kinds of "First aid" covered in the January meeting. These two meetings offered first, principles, then application.
March 17	Hastings College of Law San Francisco	A visit to the beautiful and functional new building of this institution and particularly its library. Vice-dean Edward A. Hogan gave us a personally conducted tour. Mr. Thomas Dabagh, a law librarian, reviewed law library materials and services. Miss Hazel Reed, Librarian, planned this interesting meeting.
April 15	Dinner Meeting S.F. Bar Association Lounge	Mrs. Carma R. Zimmerman, California State Librarian was the guest of the evening. She outlined the history of the State Library, and sketched its progress and anticipated expansions and indicated fields of cooperation between it and the state's special libraries.
May 22	All day trip to Lick Observatory, Mount Hamilton	An opportunity will be offered to see the new building for the 120" telescope and to observe its mirror which is being ground in the optical shop (by mirrors, without actual entry). The extensive special collection of the library, and the system of filing the photographic plates will be observed.
June 16	Dinner Meeting St. Julien's Restaurant San Francisco	Annual meeting. Reports and installation of officers. Reports from the national convention.

The chairman was assisted by an able and willing committee composed of the following members: LeVern W. Cutler, Carolyn C. Mohr, and Elizabeth B. Roth. Mr. Cutler was forced to resign in November when an assignment to Manila took him away from this area. Deep appreciation is due our President, Miss Karpenstein, who gave a great deal of practical assistance as well as moral support. Three meetings were held in special libraries, two were methods meetings, and three were meetings with guest speakers to whom we are much indebted for their gracious participation.

Helen C. Brenner, Chairman

Secretary

The following general meetings have been recorded by the Secretary of a substitute: Dinner meeting at Bellevue Hotel, San Francisco, September 23, 1953; Dinner meeting at Colonial Manor, San Francisco, October 15, 1953; After-dinner meeting at Wells Fargo Bank, San Francisco, November 18, 1953; Dimmer meeting and the first of two Methods meetings, Berkeley Women's City Club, January 28, 1954; After-dinner meeting and second of series of Methods meetings, University of California Library, Berkeley, February 18, 1954; After-dinner meeting and tour of Hastings College of Law, San Francisco; Dinner meeting in honor of Mrs. Carma R. Zimmerman, State Librarian, at Bar Association Lounge, Mills Tower, April 15, 1954.

The following Executive Board Meetings have been recorded: July 21, 1953; November 9, 1953; February 8, 1954; and April 26, 1954.

Between 33 and 58 persons, members and guests, attended the general meetings. The average attendance for the meetings of the year thus far was 47.

Johanna Fritsche, Secretary

Translations Committee

Translations Pool. Notice concerning the deposit of the SLA Translations Pool material with John Crerar Library, and a reminder to members to send additional material was published in the Chapter Bulletin.

Local Translators. Approximately 50 questionnaires were mailed to members of the S.F. Chapter asking for names of translators they knew of. The names of ten translators, capable of translating sixteen languages, including French and German, are now on file. Most of these persons have a technical background. A listing of these translators will be reproduced and distributed in the near future.

Katherine Taylor, Chairman

Union List Sales Committee

Union List of Periodicals in the San Francisco Bay Region. 2nd edition, 1952.

Cumulative report to March 31, 1954.

1952			
61 copies sold to members at $4.50		$274.50	
18 copies sold to non-members at $5.00		90.00	
	Total sales	$364.50	$364.50
1953			
15 copies sold to members at $4.50		$ 67.50	
80 copies sold to non-members at $5.00		400.00	
	Total sales	$467.50	$467.50
1954 (To March 31, 1954)			
1 copy sold to member at $4.50		$ 4.50	
3 copies sold to non-members at $5.00		15.00	
	Total sales	19.50	19.50

Total copies sold - 174

Total amount collected on sales $851.50

Since the State of California and the City of San Francisco require sales tax collections, the following taxes were collected and paid on the following permit numbers: (This amount is not included in the tabulation of sales above, since some organizations are tax exempt, and any amount collected in tax is forwarded to the appropriate collector.)

Period ending	State Board of Equalization Permit No.-B119305	City of S.F. Permit No.793650
Dec. 31, 1952	$9.27	$.21
Mar. 31, 1953	7.83	.29
June 30, 1953	2.25	.05
Sept. 30, 1953	2.02	
Dec. 31, 1953	.44	
Mar. 31, 1954	.58	.08
	$22.39	$.63

Total taxes: $30.02

Marie Koutecky, Chairman

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Treasurer

In accordance with a new ruling of the Headquarters' Office, the treasurer's will cover the fiscal year ending June 30. Accordingly it will be printed in the September chapter bulletin.

Bulletin Editor (Preliminary report)

A complete report will be submitted as soon as the bills for the June issue are received. This year nine bulletins were issued: September-November, January-June. It has been necessary to increase the number of copies per issue to 300. It was decided to mail bulletins first class, the slight added cost per issue more than being offset by the greater speed and safety of delivery. It is recommended that next year's editor be given a revolving fund of $15-$20 to cover payment of bills and miscellaneous emergency purchases. It is also suggested that the new editor look into the feasibility of plastic addressograph stencils for the mailing list.

This year the thankless job of assembling and mailing the bulletins was performed by the following librarians of the University of California: Miss Geraldine Scalzo (asst. ed.), Mrs. Elizabeth DeVilbiss, Mrs. Josephine Norten, and Mrs. Sara Shepherd. The Chapter owes them its thanks for the hours they have put in.

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San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 25, No. 1 September, 1954

SEPTEMBER MEETING

DATE	Thursday, September 30, 1954, shortly after 7:30 p.m.
LOCATION	San Francisco State College: a tour of the new library
DINNER	Rickey's Red Chimney, Number 3 Stonestown - Social, 6:00; Dinner, 6:30 (Because it is necessary to be in the library well before 8 p.m., dinner will begin promptly at 6:30 so that members will be ready to leave the restaurant by 7:30. Library is about a 10 minute walk from Rickey's.)
PRICE FOR DINNER	$3.10, including tax and tip
RESERVATIONS	Telephone by 4:30 p.m., Monday, September 27:
East Bay	Lansing Library Service, Division of Safeway Stores, Inc., TEmplebar 2-5830, Ext. 34
S. F.	Library, Standard Oil Company, SUtter 1-7700, Ext. 2945
HOW TO GET THERE	Before 6:12 p.m., the M streetcar can be boarded at the bridge terminal. Its route is out Market Street, through Twin Peaks Tunnel, West Portal Avenue, 19th Avenue, passing Stonestown and campus on 19th Avenue. Trip takes about 35 minutes from downtown. Last M car leaves bridge terminal at 6:12. After 6:12 p.m., take a K or an L car from the terminal, out Market Street, and through the tunnel, transferring at the west portal of the tunnel to an M bus. The bus runs every 20 minutes.
HOW TO FIND THE LIBRARY	It's a square building facing north on the campus. Its back is on Holloway Avenue, approximately one block west of 19th Avenue and just west of point where Cardenas Avenue joins Holloway. Entrance to the library is from inner campus only—no entrance on the street.

****

Co-editors: Dorothy Fowler, Northern California Ports and Terminals Bureau, Inc.,
785 Market St., S. F. 3, YU 2-7071, or 1007 Anza St., S. F. 18;
and
Jane Wilson, Committee For a Free Asia, P. O. Box 3223, S. F. 19,
YU 2-4640
(Please send notes for next issue to Miss Fowler)

****

BULLETIN WILL BE ISSUED FOUR TIMES

In addition to this issue, the chapter bulletin will be published in January, April and June, according to present plans. Members will be notified by postcard of those meetings to be held in months when the bulletin does not appear. The main reason for the departure from monthly publication is to reduce expenses, as the mimeographing and assembling are being done commercially this year by Bay Cities Duplicating Company.

***

OCTOBER MEETING WILL BE IN LONG BEACH

A joint luncheon meeting with the Southern California Chapter of SLA will be held in Long Beach on Saturday, October 16, in conjunction with the California Library Association's convention there October 13-16. This will take the place of the regular October meeting. One of the speakers at the joint meeting will be Mrs. Nell Steinmetz, SLA Director and a member of the Los Angeles group. All who are planning to attend are requested to contact Miss Geraldine Scalzo, Social Science Reference Department, University of California Library, AShberry 3-6000, Ext. 8120, by September 30.

***

NATIONAL PRESIDENT TO VISIT IN NOVEMBER

Miss Gretchen D. Little, President of SLA, will be in the Bay Area early in November, and she will be a guest at the meeting that month. As we go to press, the meeting is tentatively set for Thursday, November 4. Members will be advised when plans for the meeting have been completed. Miss Little is librarian of Atlas Powder Company, Wilmington, Delaware.

***

MEMBER TEACHES U.C. EXTENSION COURSE

SLA member Flora-Elizabeth Reynolds, Senior Librarian at Berkeley Public Library, is instructor for Reference and Bibliography (Course X 401AB), which is being offered again this year through University Extension, University of California. First meeting of the class was September 15. The course meets at 182 Dwinelle Hall on the Berkeley campus on Wednesday evenings from 7 to 9. The fee is $18 for 15 meetings. Included in the course will be the study of basic reference tools for general reference work and for work in the various subject fields.

***

REGARDING A TOUR OF THE GRABHORN PRESS...

Members who have suggested that the Chapter visit The Grabhorn Press will be disappointed to learn that the organization is not open nights or Saturdays. The only time a tour could be arranged would be on a work day.

. . . AND REGARDING THE PRICE OF DINNERS

One of the reasons that the cost of our dinner meetings is so high is that restaurants always charge a certain amount per person to cover the cost of a private room. This is in addition to the cost of the dinner itself.

***

CALENDAR

Sept. 30 - Chapter Meeting, S.F. State College Library
Oct. 13-16 - CLA Convention, Long Beach
Oct. 16 - Joint Meeting with Southern California Chapter, Long Beach
Nov. 4 (tent.) - Chapter Meeting honoring Gretchen D. Little

***

NEW OFFICERS AND THE CINCINNATI CONVENTION SHARE SPOTLIGHT AT JUNE CHAPTER MEETING

Installation of the chapter's new officers and reports by members who attended the SLA convention in Cincinnati were the highlights of the last meeting of the 1953-54 year held June 16 at the St. Julien Restaurant in San Francisco.

Outgoing President Miss Katherine Karpenstein introduced Miss Alleen Thompson, new president, who spoke briefly about plans for the coming year and solicited suggestions and new ideas from members.

Mrs. Elizabeth Hinkel of the Elections Committee announced the chapter officers for 1954-55 as follows: Miss Ruth Wingfield, Vice President and President-elect; Miss Marian Wickline, Director (2 year term); and Mrs. Isabella L. Nestor, Secretary (2 year term).

Mrs. Margaret Rocq, serving as coordinator for the reports on the convention, announced that Miss Isabella Frost, Bay Region Chapter member, had been elected Second Vice President in the national SLA election. Mrs. Rocq then introduced the following members, each of whom gave a brief summary of the meetings she had attended in Cincinnati: Miss Isabella Frost, Miss Margaret Hatch, Miss Beverly Hickok, Miss Thelma Hoffman, Miss Gwendolyn Lloyd, and Mrs. Elizabeth Roth.

Notes on the Convention Reports

Miss Hatch reported on the panal discussion, Publishers and Policies, an outstanding feature of the convention which was sponsored by the Publishing Division, with participation of the Advertising, Business, Financial, Hospital, Insurance, Metals, Museum, Newspaper, Picture, and Science-Technology Divisions. The discussion gave an opportunity for special librarians and representatives of publishers to discuss publishing policies from their respective points of view. The librarians suggested certain changes in format and content of publications which would make them easier to handle and to use for reference. The publishers explained why, from the standpoint of the publishing business, some of the proposed changes would not be practical, while agreeing that others could and should be considered. It was the concensus that such discussions between publishers and librarians are useful in making each more aware of the other's needs and problems and that continued joint efforts may bring about improvements helpful to libraries. The principal recommendation made at the meeting was that any special library having problems or suggestions relating to publications should write to the chairman of the SLA Publications Committee. The Committee will compile information on specific problems and serve in contacting publishers.

Convention activities of the Insurance Division were also summarized by Miss Hatch. She reported that the Division's symposium on "Handling Company Archives and Company Historical Material" was well attended, an indication of the growing interest in this type of material. Methods of collecting, indexing, filing, and preserving material, as well as the uses made of the collections, were discussed. F. Rowena Phillips, Librarian, The Manufacturers Life Insurance Co. of America, Toronto, Canada, presided.

Transportation Division activities, reviewed by Miss Hickok at the June meeting, were climaxed by a tour of the Cincinnati Union Railroad Terminal and a joint luncheon meeting there with the Business Division. Luncheon speaker was Mr. T. J. Sinclair, Manager, School and College Service, Association of American Railroads, who spoke on the importance of public relations in railroads and in libraries. The agenda of the annual business meeting of the Transportation Division included a summary of progress on the compilation of a Union List of Transportation Serials. On the lighter side of convention life, the Division sponsored a boat trip on the Ohio River which was enjoyed by more than 100 of the conventioneers.

Miss Lloyd's report summarized the meetings of the Social Science Division and several of its sections. At the Division's business meeting, a draft of the division manual outlining duties and responsibilities of officers and committees was presented. It is to be used for a year before final drafting and acceptance by the Division. Work is continuing on a social welfare subject

(continued from previous page)

heading list by the Social Welfare Section. The Military Librarians Section reported that work has begun on a Union List of Foreign Military Serials. The group is also exploring possibilities and procedures for extension of military periodical indexing At the business meeting of the Industrial Relations Section, the discussion centered on the need for an index to labor union periodicals. The Section has decided to try to obtain small financial grants from companies and unions to make possible the publication of such an index. Mrs. Mary Virginia Wenzel, a member of the Management Staff of the U. S. Civil Service Commission, spoke on "The Application of Management Principles to a Library Reporting System" at the meeting of the Public Administration Section. She outlined a work report system covering time and unit costs which has been developed and is used by the U. S. Civil Service Commission.

***

NAMES WANTED FOR SLA PROFESSIONAL AWARD

The SLA Awards Committee wants names of members eligible for the Professional Award. As you know, the purpose of this Award is "to recognize notable professional achievement in, or contribution to, the field of special librarianship." If you have anyone in mind, please send the name, with supporting information, to Miss Elizabeth Ferguson, Institute of Life Insurance, 488 Madison Avenue, New York 22, N. Y. Closing date for nominations is February 28, 1955. In 1954 the Award was given jointly to Miss Eleanor S. Cavanaugh of Standard & Poor's Corporation and Ruth Savord of the Council on Foreign Relations.

***

EXECUTIVE SECRETARY VISITS BAY AREA

Miss Marian E. Lucius, Executive Secretary of SLA, spent a short time in the San Francisco region this summer.

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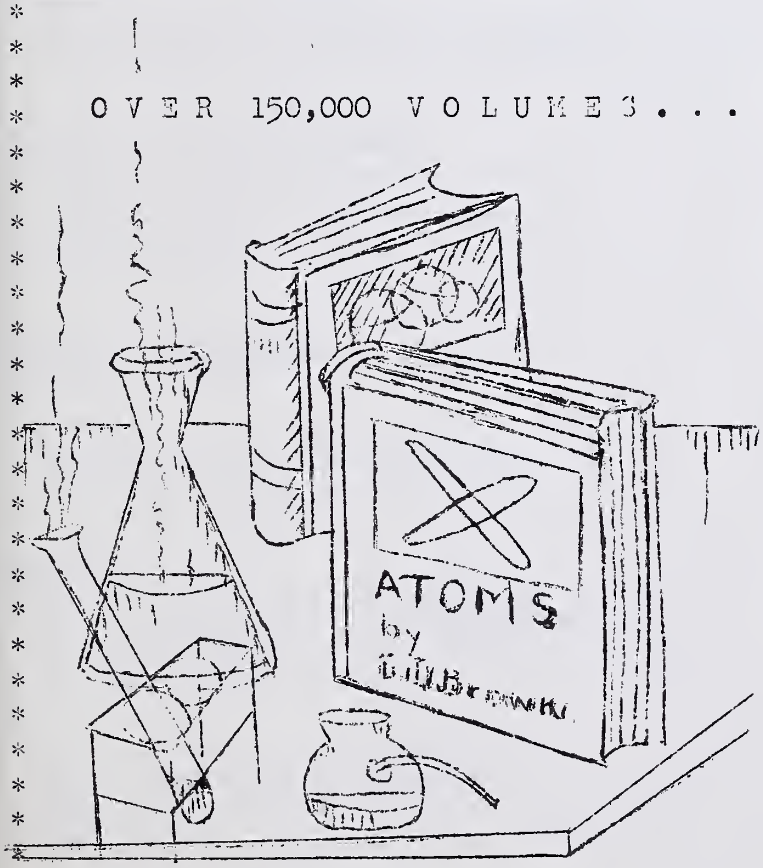

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CHAPTER OFFICERS, 1954/55

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Miss Alleen Thompson
State Health Dept. Library, S.F.
UN 1-8700, Ext. 823

Vice President & President Elect
Miss Ruth V. Wingfield
Shell Development Co. Lib., Emeryville
OL 3-2100

Secretary
Mrs. Isabella L. Nestor
Anglo Cal. Nat'l Bank Lib., S.F.
DO 2-8100

Treasurer
Miss D. Gwendolyn Lloyd
Institute of Indus. Relations Lib.
University of Calif., Berk.
AS 3-6000, Ext. 647

1st Director & Program Chairman
Miss Clara Manson
Lane Medical Library
Stanford University, S.F.
WE 1-8000, Ext. 295

2d Director & Hospitality Chairman
Miss Marian Wickline
Dow Chemical Co. Lib., Pittsburg
Pittsburg 2-7311, Ext. 243

Immediate Past President
Miss Katherine Karpenstein
Standard Oil Co. Lib., S.F.
SU 1-7700, Ext. 3270

CHAPTER COMMITTEES, 1954/55

Archives
Mrs. Miriam C. Peevey, Chmn.
Mechanics Institute Lib., S.F.

Bulletin
Miss Dorothy Fowler, Co-chmn.
No. Calif. Ports & Terminals Bureau, Inc., S.F.
YU 2-7071

Miss Jane Wilson, Co-chmn.
Committee for a Free Asia Lib., S.F.
YU 2-4640

Duplicate Exchange
Mrs. Diana V. Wilimovsky, Chmn.
Hewlett-Packard Co. Lib., Palo Alto

Duplicate Exchange--Cont.
Miss Jeanette M. Hitchcock
Div. of Special Studies Lib.
Stanford Univ., Stanford

Miss Mary Knights
Engineering Lib.
Stanford Univ., Stanford

Employment
Miss Dorothy Krisher, Chmn.
Shell Oil Co., S.F.
EX 2-5400

Hospitality
Miss Marian E. Wickline, Chmn.
Dow Chemical Co. Lib., Pittsburg
Pittsburg 2-7311, Ext. 243

Mrs. Amy Rose
Pillsbury, Madison & Sutro Lib., S.F.

Miss Vera Slaughter
Oakland Pub. Lib., Oakland

Membership
Miss Ruth Wingfield, Chmn.
Shell Development Co. Lib., Emeryville
OL 3-2100

Press Relations
Miss Phyllis J. Anderson, Chmn.
Pan Am. World Airways Lib., So. S.F.
PL 5-7000

Program
Miss Clara Manson, Chmn.
Lane Medical Library
Stanford Univ., S.F.
WE 1-8000, Ext. 295

Miss Edwarda Adams
Langley Porter Clinic Lib., S.F.

Miss Beverly Hickok
U.C. Inst. of Trans. Lib., Richmond

Miss Elizabeth Holden
Fed. Res. Bank of S.F. Lib., S.F.

Miss Mary Stanton
Calif. Packing Corp. Lib., S.F.

Mrs. Elizabeth Williams
Lansing Library Service, Oakland

(continued on next page)

Promotion
Mrs. Margaret M. Rocq, Chmn.
Standard Oil Co. Lib., S.F.
SU 1-7700, Ext. 2945

Miss Phyllis J. Anderson
Pan Am. World Airways Lib., So. S.F.

Mr. Roy Nielsen
U.S. Naval Rad. Def. Lab. Lib., S.F.

Miss Lorraine Pratt
Stanford Res. Inst. Lib., Menlo Park

Mrs. Marjorie Schuler
J. W. Stacey, Inc., S.F.

Recruiting
Mrs. Elizabeth B. Roth, Chmn.
Standard Oil Co. Lib., S.F.
SU 1-7700, Ext. 2967

Translations
Mrs. Katherine R. Taylor, Chmn
Chemical Library Service, Berk.
TH 3-0837

Union-List Sales
Miss Marie Koutecky, Chmn
Standard Oil Co. Lib., S.F.
SU 1-7700, Ext. 2897

****

TREASURER'S REPORT

July 1, 1953 - June 30, 1954

Balance on hand, July 1, 1953			$119.05
Receipts, July 1, 1953 - June 30, 1954		507.39	
Budget checks from National	245.13		
Union List sales	178.26		
Back royalty on first edition of Union List	36.00		
Bulletin advertising	48.00		
Disbursements, July 1, 1953 - June 30, 1954		333.60	
Bulletin expenses	189.22		
Scholarship and Loan Fund	30.00		
Dinner guests	25.00		
Other chapter expenses	89.38		
Balance on hand, June 30, 1954			$292.84
Outstanding bill due chapter on Bulletin advertising			20.00

Respectfully submitted,
GWENDOLYN LLOYD
Chapter Treasurer

18 July 1954

****

NEW MEMBERS

The Bay Region Chapter is happy to welcome the following new members:

Miss Margaret A. Bressman
12 Palm Avenue, 2nd Floor
San Francisco 18, Calif. MIII
(Transferred from Puget Sound Chapter)

Miss Ruth J. Hadley
692 Chestnut
Reno, Nevada MIII
(Transferred from Colorado Chapter)

(continued on following page)

NEW MEMBERS (continued)

Mr. David A. Locher
475 - 19th Avenue
San Francisco 21, Calif. -VI

Mrs. Leona F. Ruberg
Remington Rand, Inc.
Reference Library
41 First Street
San Francisco 5, Calif.
Mail: 3126 Washington Street
San Francisco, Calif. -V

Mr. William A. Sansburn
California State Division of Mines
Ferry Building
San Francisco 11, Calif. LIII

Mrs. Flora J. Turner
Cutter Labs., Research
Fourth and Parker Streets
Berkeley 10, Calif. LIII

(Key: L = Science-Technology, M = Social Sciences, - = None; III = Active, V = Associate, VI = Student)

***

JOTTINGS

DID YOU NOTICE that the Wells Fargo Bank's History Room is one of the collections described in "Special Picture Libraries," an article by Joseph E. Molloy in the September issue of Special Libraries?

***

BOOK SERVICE, which in the past has been serving public and university libraries in searching for wanted books, has recently opened a small book shop at 2484 Sacramento Street near Fillmore. Newton Taylor is owner. The small but carefully selected stock will be principally in the liberal arts with a section of Western Americana.

***

THE ASSETS OF THE TECHNICAL BOOK COMPANY, 253 South Spring Street, Los Angeles, were purchased in March, 1954, by Mr. Robert B. Ruby, who is continuing operation of the store at the Los Angeles address under the same name. Mr. Ruby has completely restocked and reorganized the store.

***

KQED, CHANNEL 9, the Bay Area's non-commercial community sponsored TV station, has announced several new weekly programs on Monday and Thursday evenings. Titles of some of the programs include "The UN at Work," "The Great Plains Trilogy," "Of Men and Ideas," "The Great Ideas," "This is Charles Laughton," and "The Long Voyage." Some of these programs have already started; others are scheduled to begin September 30. Check your newspaper for times.

***

THE FORTY-SIXTH ANNUAL SLA CONVENTION is scheduled for June 12-16, 1955, at the Hotel Statler, Detroit, Michigan.

***

DUPLICATE EXCHANGE LIST

FALL EDITION

The Duplicate Exchange Committee is preparing to issue the Fall edition of the Duplicate Exchange List. Lists of contributions and "wants" should be sent to the committee by October 15, 1954. They may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

"Want" list need not be accompanied by list of contributions, and any member, whether a contributor or not, is welcome to a copy of the publication.

Distribution of the list will include contributors and all other libraries or individuals who request copies by filling out and returning the attached blank by October 15, 1954.

Diana Wilimovsky
Chairman
Duplicate Exchange Committee

- -

Diana Wilimovsky
Hewlett-Packard Company
275 Page Mill Road
Palo Alto, California

Please send a copy of the Fall 1954 issue of the Duplicate Exchange List of the San Francisco Bay Region Chapter, SLA, to the following address:

____

____

____

____

Return Address:
D. Fowler
1007 Anza St., S.F. 18

FIRST CLASS MAIL

Mrs. Miriam G. Peevey
Cataloger, Mechanics Inst. Lib.
57 Post St.
San Francisco 17, Calif.

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 25, No. 2 January, 1955

JANUARY MEETING AT UC

WHEN & WHERE	Wednesday, January 19, 7:30; Room 318, University of California Library, Berkeley
WHAT	Melvin J. Voigt, assistant librarian of UC Library and SLA member, will discuss current reference books in the natural sciences
BUFFET DINNER	Men's Faculty Club, UC, 6:15 p.m.
PRICE	$1.90
DINNER RESERVATIONS	Telephone by noon, Monday, January 17:
East Bay	Lansing Library Service, Division of Safeway Stores, Inc., TEmplebar 2-5830, Ext. 34
S. F.	Standard Oil Company of California, SUtter 1-7700, Ext. 2945

Those unable to attend dinner are welcome to come to the meeting.

***

CIRCLE THESE DATES!

Following is a list of chapter meetings for the balance of the year. These are tentative. Members will be advised of details by mail prior to each meeting.

February 17 - Berkeley
F. J. Mosher, associate professor of librarianship at UC, will discuss current reference books in the social sciences and humanities.

March 16 - San Francisco
William Cutler of the Stanford Graduate School of Business Library will speak on his library experiences in the Philippines.

April 21 - Oakland
A tour of Lansing Library's new quarters. Isabella Frost will be hostess.

May 21 (Saturday) - Monterey
A visit to the U. S. Naval Postgraduate School and Library.

June ?? - San Francisco
Annual business meeting

***

****
Co-Editors: Dorothy Fowler, Northern California Ports and Terminals Bureau, Inc., 785 Market St., S. F., YUkon 2-7071;
and
Jane Wilson, The Asia Foundation, P. O. Box 3223, S. F., YUkon 2-4640
(Please send notes for next issue to Miss Wilson)
****

SLA PREXY VISITS BAY REGION

Gretchen D. Little, President of SLA, visited the Bay Region Chapter during the first week in November as one of the stops on her tour of a number of the chapters throughout the country.

Miss Little was guest of honor at the chapter meeting in the Bar Association Lounge, Mills Building, San Francisco, on November 4. At the meeting, Miss Little spoke on the professional responsibilities of librarianship.

"A profession is characterized by the strong sentiment of its members to extend the knowledge on which their profession is based and to advance the welfare of all those who practice it," Miss Little pointed out as she traced the growth of the concept of professionalism.

Librarians can achieve the dual accomplishments of helping themselves and enhancing their profession, according to the SLA president, by actively promoting SLA aims through discussions with supervisors, co-workers, and other individuals and groups, and by sharing know-how with others in the same profession.

Miss Little then turned to the problem of recruitment for the library profession. At present, there are approximately 5000 SLA members; current enrollment in the 38 accredited library schools totals 2000. According to Miss Little, the need for all types of librarians far outdistances the present supply, and these enrollment figures indicate that library schools are not turning out sufficient personnel to catch up with the demand.

Prior to Miss Little's speech, Chapter President Alleen Thompson announced that the possibility of San Francisco as the site for SLA's National Convention in 1958 was under consideration. The last SLA convention here was in 1930. Miss Thompson also gave a brief summary of the joint meeting with the Southern California Chapter in Long Beach during the California Library Association's convention in October.

On November 3 the Executive Board and the Advisory Committee entertained Miss Little at dinner at the Officers' Club on Treasure Island.

***

SEPTEMBER MEETING AT S.F. STATE

SLA members who attended the first chapter meeting of the current year went home with visions of modular construction and vibrant color schemes dancing through their minds. This came about because the new, modern San Francisco State College library was the main attraction at the September 30 meeting.

Mrs. Virginia Reuss, Chief of the Reference Service, guided members through the building and explained the organization and operation of the library. The tour was preceeded by dinner and a short business meeting at Rickey's Red Chimney in Stonestown.

***

What is effective bookdealer service?

ACCORDING TO DR. MAURICE F. TAUBER IN HIS NEW BOOK ON "TECHNICAL SERVICES IN LIBRARIES" (Columbia University Press, $6.50)......................

"The effectiveness of a book dealer depends on his experience, his stock, his contacts with publishers, and his competence in providing reliable information promptly.

(1) "Not only must the book dealer have knowledge of usual bibliographical data, but he must use his experience and daily contacts to keep informed of changes of all kinds.

(2) "It is important to know about a dealer's efforts to keep materials in stock. Some of the larger dealers retain widely diversified stocks, reaching 100,000 titles or more. These dealers, through experience, have been able to judge the demand of particular titles and make regular provision to fill the needs of libraries quickly.

(3) "Dealers also have contacts with publishers. They know of publications in advance and of new editions of standard works. These contacts increase the ability of the dealer to render special service to librarians.

(4) "The experienced dealer will not only provide prompt service in the handling of orders, he will also render accurate bills and answer inquiries willingly."

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(3) The quarterly Stacey Technical and Business Book Previews, featuring the forthcoming titles of all publishers, is the only publication of its kind and is now being used by librarians and individuals throughout the nation.

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OCTOBER MEETING IN LONG BEACH

The October chapter meeting was held jointly with the Southern California Chapter in Long Beach on October 16 in conjunction with the annual meeting of the California Library Association. Miss Geraldine Scalzo of the San Francisco Chapter and Miss Margaret Cressaty of the Southern chapter were co-chairmen of the meeting. Approximately eight persons attended from this chapter.

Isabella Frost reported on the Executive Board meeting in Philadelphia from which she had just returned. Of particular interest to members was Miss Frost's report that the association is interested in holding its 1958 convention in the West.

Mrs. Nell Steinmetz of the Southern chapter talked about her duties as a director of the association. She discussed the possibility of having only two SLA Executive Board meetings a year, one of these at the annual convention and the other at a geographical location opposite the site of the convention.

(Note: The possibility of San Francisco as the 1958 convention site as well as the feasibility of two Board meetings will be reported on at the January meeting.)

***

IN PERUSING copies of bulletins from other chapters, we note that Barbara Crowley, formerly a member of the Bay Region Chapter, is treasurer of the Colorado Chapter. Miss Crowley is with the Agricultural Research Division of the Shell Development Company in Colorado.

***

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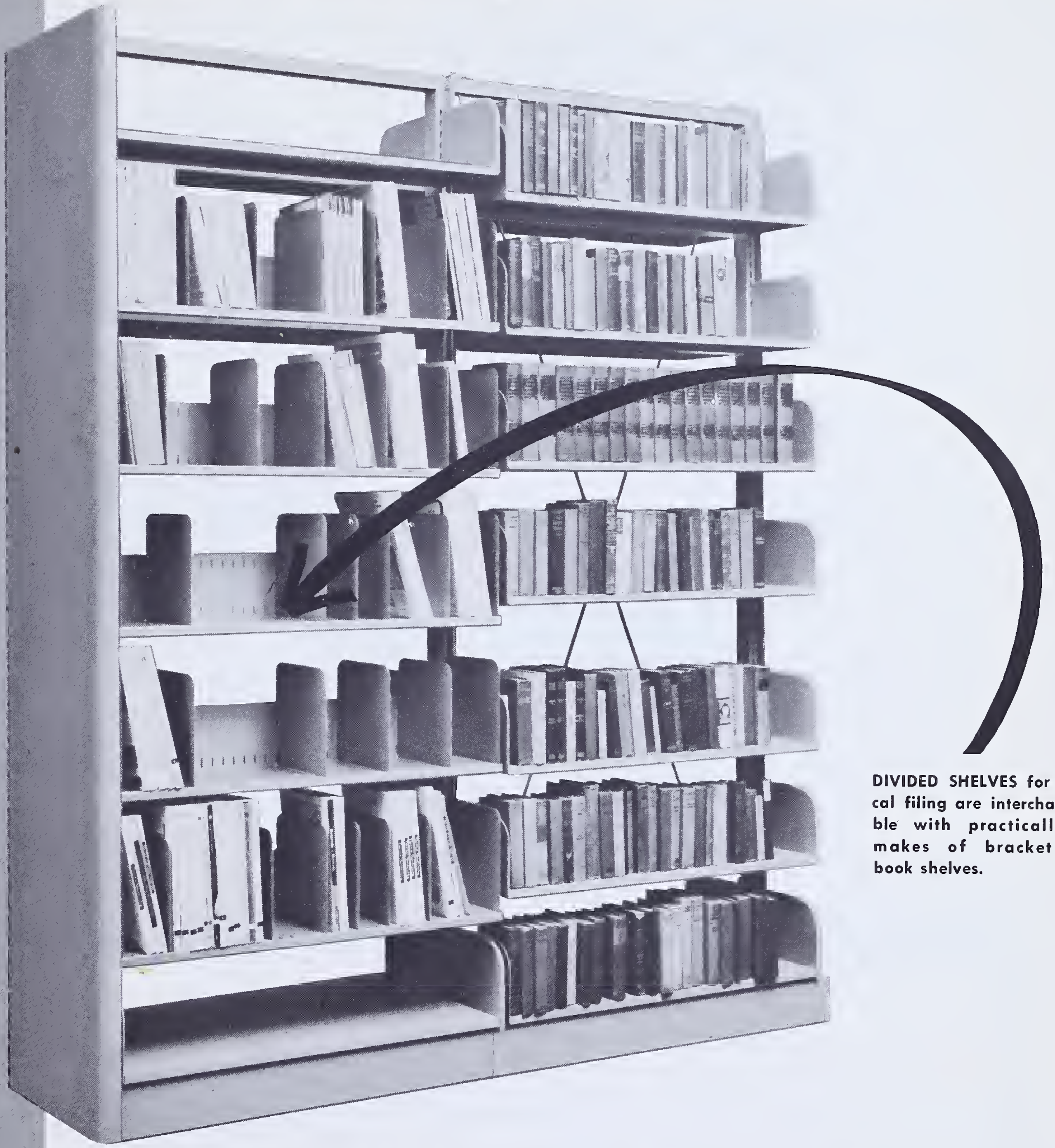
DIVIDED SHELVES for VERTICAL FILING



DIVIDED SHELVES for vertical filing are interchangeable with practically all makes of bracket-type book shelves.

AMES DIVIDED SHELVES provide a low cost, time- and space-saving system for the filing and storing of folders, unbound records, periodicals and other material which will not stand vertically on standard shelving. For specific library uses see the list below.

Used in place of drawer-type filing cabinets, Ames Divided Shelves can materially increase the storage capacity of a given floor area at a substantially reduced cost per filing inch. Experience shows that this open shelf vertical filing is actually faster, more accurate and less tiring than conventional cabinet filing when used in commercial offices.

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- Sheet Music
- Recordings, transcriptions
- *Etc.*

IDEAL FOR USE IN:

- Libraries
- Schools and Colleges
- Offices
- Hospitals and Institutions
- Government Offices
- Retail Stores
- Warehouses
- *Etc.*

AMES

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1954

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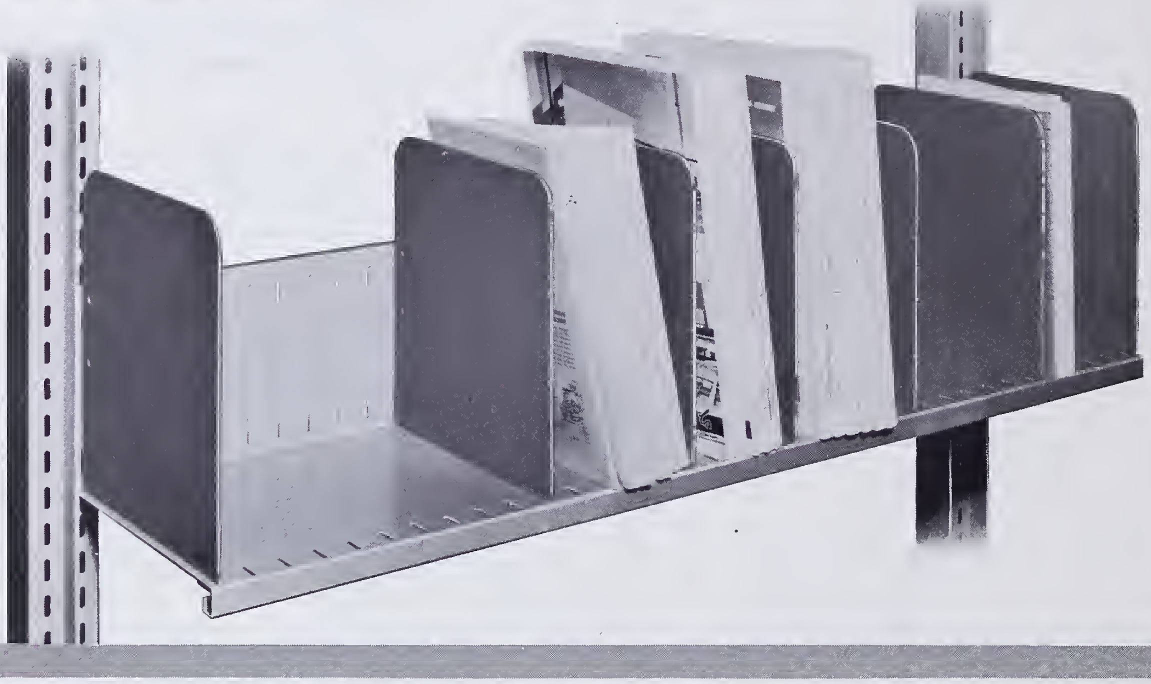
BRACKET-TYPE SHELVES Ames Divided Shelves are of bracket-type construction for use with standard Ames freestanding or multi-tier bookstack uprights. Shelves are available in 10" and 12" depths. All shelves are readily interchangeable and adjustable on the slotted uprights at 1" vertical intervals. Single steel shelves support 40 pounds per square foot; will not warp, check or crack.

SHELF DIVIDERS Each steel divider is held in its vertical position by three hooks, two hooks engaging slots in the back panel of the shelf and the third hook engaging a slot in the front edge of the shelf. Dividers are easily moved to any desired position along the shelf in 1" increments. Shelf dividers hold material on the shelves in an upright position and prevent stored material from becoming too tightly packed. The shelf back panel assures perfect alignment of filed material for ready reference and neat appearance.



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SPECIFICATIONS:

*Height of Standard Range: 7′ 6″ ● Length of Standard Shelf: 3′

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12″	11″	6½″

**Other heights available on order.*

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DEATH TAKES TWO CHAPTER MEMBERS

With deep regret we record the deaths of two Bay Region Chapter members.

Alice J. Haines passed away on September 17. Miss Haines served for 37 years with the State Library, where she was Supervising Government Documents Librarian at the time of her retirement in 1942. She was secretary-treasurer of the California Library Association on several occasions.

Mrs. Berna Carlson Trickett, librarian at Golden Gate College, died October 11, 1954, at Palo Alto Hospital after an illness of two months. Mrs. Trickett joined Golden Gate College in 1947, and she was appointed Dean of Women in March 1954. Prior to 1947 she was employed by Columbia-Geneva Steel, where she was instrumental in establishing that company's library. An active SLA member, Mrs. Trickett was Chapter president in 1950-51.

***

SAMPLE COPY OFFERED

The Advertising Division wishes to call attention to its bibliography, "What's New in Advertising and Marketing." Published ten times a year by the Advertising Division, it lists free and inexpensive publications important to those working in business research. Now in its tenth year, this publication's subscription rate is $3.50 to SLA members. Margaret Lynch, librarian of Kudner Agency, Inc., 575 Madison Avenue, New York 22, N. Y. will be glad to send a sample copy upon request.

***

TELL OUR ADVERTISERS
THAT
YOU SAW THEIR ADS IN THE BULLETIN

NEW MEMBERS

The Bay Region Chapter extends a sincere welcome to the following new members:

Mrs. Virginia T. Reuss
Chief of Reference Service
Social Science and Business Dept.
San Francisco State College
1600 Holloway Avenue
San Francisco 27, Calif. CIII

Mr. Andrew Szabo
1620 Capitol Avenue, Apt. 17
Sacramento, Calif. -III
(formerly with Washington, D. C. Chapter)

Mrs. Constance M. Watson
Crown Zellerbach Corporation
343 Sansome Street
San Francisco 4, Calif. CV

(Key: C = Business, - = none; III = Active, V = Associate)

***

F O R S A L E

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USED OLD TYPE STANDARD SHELVING, Olive Green

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CALIFORNIA'S UNION CATALOG

Mrs. Betty Roth of the Standard Oil of California Library has supplied the following abstract of an article entitled, "California Union Catalog" by C. R. Cox in the July 1954 issue of News Notes of California Libraries:

The Union Catalog at the California State Library is intended to perform the same function for the state that the National Union Catalog at the Library of Congress performs for the nation. The former does not duplicate the latter, but supplements for regional use. The California Union Catalog serves as a finding agency for material in public libraries, frequently to fill interlibrary loan requests. The State Library now receives about 92,600 cards a year from 65 libraries in the state, of which 48 are county and 17 are city. County libraries submit cards for nonfiction and fiction, but city libraries limit fiction cards to books in foreign languages.

The Union Catalog is now up to date, all arrearages have been filed, and all withdrawals made. A permanent staff has been assigned to keep it current. A study will soon begin to reveal the usage of the Catalog to obtain a wider coverage of material and to eliminate reporting of duplicate holdings. Allied with this will be an effort to encourage cooperative acquisition through the state by subject fields. After a survey of regional resources, undoubtedly a list of special collections not regularly contributing will be made.

***

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* *

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LEAVES OF GRASS

One Hundred Years After

Edited by Milton Hindus, this is a "fresh stocktaking" of Walt Whitman's life and work in essays by these outstanding American and British critics: David Daiches, William Carlos Williams, Richard Chase, Leslie Fiedler, Kenneth Burke, and J. Middleton Murry. A vital contribution to the centenary celebration of "Leaves of Grass" in 1955.

Now Ready
$5.00

1955—The Walt Whitman Centennial

The Lion of the West

A famous "lost play"—a farce in two acts by James K. Paulding—produced in 1831 and now published for the first time in book form. It is the first play in which an American is the leading character. The lead, Nimrod Wildfire, modestly states, "I'm half horse, half alligator, and a touch of the airthquake." Rediscovered in the British Museum and edited by James N. Tidwell.

Now Ready *$3.00*

Poetry Awards 1954

The sixth annual edition of the "Borestone Mountain Poetry Awards" for the best poems published in magazines during 1953. Poems by Robert P. Tristram Coffin, Elizabeth Coatsworth, Laurie Lee, and Allen Tate. A section is also included for winners in the undergraduate class. Edited by Robert Thomas Moore. *Now ready. $3.00.*

Spring Publications of Universal Interest

ADDRESSES UPON THE AMERICAN ROAD: 1950–1954. Herbert Hoover. *The text of all public addresses and announcements in these years including the birthday address in West Branch, Iowa, Aug. 10, 1954.* $4.00.

ECONOMIC CHANGE IN THAILAND SINCE 1850. James C. Ingram. *Comprehensive study of Thai economics right up to the present by a well-known economics professor.* $5.00.

MINORITY PROBLEMS IN SOUTHEAST ASIA. Virginia Thompson and Richard Adloff. *A searching study of national racial and religious minorities with emphasis on the Indians and Chinese.* About $4.00.

Highlights on Current History

Hawaii Under Army Rule. J. G. Anthony. $5.00.

Japan's Decision to Surrender. R. J. C. Butow. $4.00.

Malaya: Communist or Free? V. Purcell. $3.00.

Recent Top Sellers

COMSTOCK COMMOTION

Lucius Beebe's story of the *Territorial Enterprise*—the frontier newspaper of silver bonanza days in Virginia City. A lively account of duelling, whiskey-drinking editors and a staff which included Mark Twain. *Cloth $3.50. Paper $2.00.*

LEGENDS of the COMSTOCK LODE

Tales of the most arresting and dramatic aspects of the Virginia City silver bonanza collected in one volume by the *Territorial Enterprise* team — Charles Clegg and Lucius Beebe. *Paper $2.00.*

STANFORD

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STANFORD, CALIFORNIA

PUBLISHING DIVISION'S CHECKLIST

As an outgrowth of the panel discussion on "Publishers and Policies" at the 1954 convention, the Publishing Division has prepared a checklist based on recommendations made at that meeting.

The Division suggests that the checklist be used to indicate complaints if there are magazines whose policies and practices have shortcomings which bother you. By marking your suggestions on the list and sending it to the publisher, you will be able to make complaints which will seem both justified and impersonal, coming as they do with the backing of the Publishing Division. Copies of this checklist are available from the Publishing Division, Special Libraries Association, 31 East 10th Street, New York 3, N. Y.

***

SLA BOOTH AT AAAS CONVENTION

A committee of Bay Region Chapter members organized and manned the SLA booth as part of the Annual Exposition of Science and Industry at the 121st annual convention of the American Association for the Advancement of Science which was held on the University of California campus, December 26-31.

Our chapter continued an arrangement that is becoming something of a tradition by assuming the responsibility for manning the AAAS's Science Library in return for an adjoining booth for a SLA display. This exchange has been customary for the past four years, the Cleveland, Philadelphia, St. Louis and Boston chapters having cooperated at previous conventions in their localities.

(continued next column)

DUPLICATE EXCHANGE LIST ISSUED

The Fall issue of the Duplicate Exchange List was distributed in November under the supervision of Mrs. Diana Wilimovsky, Chairman of the Duplicate Exchange Committee.

Contributing libraries included the General Library, University of California; UC Medical Center Library; Dow Chemical Company; IBM Engineering Laboratory Library; Metropolitan Life Insurance Company Library; Pacific Gas and Electric Company; Business and Municipal Department, Sacramento City Library; Shell Development Company; Standard Oil Company of California Library; Stanford University Engineering Library; U.S. Department of Agriculture, Albany Branch Library; and the U.S. Naval Radiological Defense Laboratory.

The lightning speed with which some of the listed items were requested by recipients of the list indicates that many members have found this a valuable method of locating needed publications. Thanks are indeed due Mrs. Wilimovsky and her committee members, Jeanette M. Hitchcock and Mary Knights.

Please see the last page of this edition of the Bulletin for announcement of the Spring edition of the Duplicate Exchange List.

***

The theme of our booth, as stated in the General Program Directory, was "to show what a special library is, what it does, and how it can assist scientists." Headquarters loaned us its "suitcase exhibit," which formed an attractive background for our display.

(continued following page)

AAAS Convention (continued)

Display material was contributed by Isabella Frost, Elise Hoffman, Thelma Hoffman, Art Johnson, Betty Roth and Alieen Thompson, and Thelma Hoffman also loaned her microcard reader. Miss Thompson, Mrs. Roth, and Helen Brenner were on the Planning Committee which organized the exhibit. The following persons helped man our booth and the Science Library: Edwarda Adams, Phyllis Anderson, Mrs. Brenner, Miss Frost, Thelma Hoffman, Eugenia Ironside, Katherine Karpenstein, Mary Knights, Mrs. Roth, Janet Rubin, Joseph Ryus, Miss Thompson, Constance Watson and H. L. Williams.

The Science Library was in constant use with people browsing among the new books. There seemed to be a good deal of interest in our display. Many questions were asked about our organization, and almost all of our giveaway publications were distributed.

Thanks again to everyone who contributed in any way to the success of the booth.

--Beverly Hickok
Committee Chairman

SUPPORT OUR ADVERTISERS!

DUPLICATE EXCHANGE LIST - SPRING EDITION

The Duplicate Exchange Committee is preparing to issue the Spring edition of the Duplicate Exchange List. Lists of contributions and "wants" should be sent to the committee by March 1, 1955. If possible, please submit in ditto master form. If you have questions on this, please call Mrs. Wilimovsky at DAvenport 5-4451. Note should be made of how long the material offered will be kept before it has to be discarded.

"Want" list need not be accompanied by list of contributions, and any member, whether a contributor or not, is welcome to a copy of the publication. Distribution of the list will include contributors and all other libraries or individuals who request copies by filling out and returning the attached blank by March 1, 1955.

Diana Wilimovsky, Chairman
Duplicate Exchange Committee

- -

Diana Wilimovsky
Hewlett-Packard Company
275 Page Mill Road
Palo Alto, California

Please send a copy of the Spring 1955 issue of the Duplicate Exchange List of the San Francisco Bay Region Chapter, SLA, to the following address:

____

____

____

____

SAN FRANCISCO, CALIF. 17
1955

Miss Mary K. Logan
Mechanics Institute Library
57 Post St.
San Francisco 4, Calif.

San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Vol. 25, No. 3 April, 1955

APRIL MEETING AT LANSING LIBRARY

WHEN & WHERE	Wednesday, April 20th, 7:30; Lansing Library Service, Division of Safeway Stores, Inc., 2538 Telegraph Avenue, Oakland
WHAT	A tour of Lansing's new library - Miss Isabella Frost will be hostess.
SOCIAL & DINNER	Milani's Restaurant at Telegraph and West Grand Avenue, Oakland; Social at 6:00, Dinner at 6:30.
DINNER COST	$2.90, including tax and tip.
DINNER RESERVATIONS	Telephone by noon, Monday, April 18:
East Bay	TEmplebar 2-5830, ext. 34 (Lansing Library Service)
S.F.	SUtter 1-7700, ext.2945 (Standard Oil Company of California)

Because of limited seating capacity in her library, Miss Frost will give some introductory remarks at dinner. She will also discuss the Advisory Board meeting which she attended in New Orleans in March. Those unable to attend dinner are welcome at the meeting at Lansing.

Milani's, which is four short blocks from Lansing Library, is on the B train line. Trains leave San Francisco at the following times: 5:00, 5:15, 5:35, 5:50, 6:15, 6:45. It is a 30-minute trip. Get off at Broadway - walk back two short blocks to Telegraph.

***

CHAPTER HISTORY TO BE PREPARED

Margaret Hatch, librarian at Metropolitan Life Insurance Company, has been appointed to be in charge of preparing a history of the Bay Region Chapter in connection with the 50th Anniversary of SLA to be celebrated in 1959. Each SLA chapter is writing its history for the occasion. Miss Hatch reports that plans for the history are now being formulated. For several years Miss Hatch has served on the History Committee of the California Library Association.

***

Editor: Dorothy Fowler, 1007 Anza Street, San Francisco 18, Calif., EVergreen 6-2877;
Advertising Manager: Jane Wilson, The Asia Foundation, P. O. Box 3223, San Francisco, Calif., YUkon 2-4640.
Deadline for June issue: May 31

CUTLER SPEAKS AT MARCH MEETING

Members attending the March 16th chapter meeting at the YWCA in San Francisco were treated to a vicarious trip to the Philippines through the courtesy of William Cutler of the Stanford Graduate School of Business Library.

Mr. Cutler told members of his observations of libraries there during his stay in the Philippines last year in connection with Stanford's participation in the economic development program in that country.

In describing the status of librarianship in the island republic, Mr. Cutler said that there is still much emphasis on acquisition. The "get it and get it used" philosophy is still in its infancy, according to the speaker, who pointed out that this parallels library philosophy in the United States about 30 years ago.

Mr. Cutler added that this contrast had given him a new perspective on librarianship by increasing his awareness of the great progress made in a short 30 years and thereby causing him to ponder what the next few decades may have in store for the profession.

Mr. Cutler was on hand to attend the first meeting of the newly organized Association of Special Libraries in the Philippines during his stay there.

***

SUPPORT OUR ADVERTISERS!

SLA SCHOLARSHIP TO BE AWARDED

The Scholarship and Student Loan Fund Committee of SLA has announced a $1000 scholarship to be granted for graduate study in librarianship at an accredited library school. The deadline for applications was April 1. Unfortunately, the announcement concerning the scholarship was received too late for inclusion in the January issue of the Bulletin, but announcement of it was made at the January meeting. The recipient of the scholarship will be named at the annual SLA convention in Detroit in June.

***

UC LIBRARY IS SCENE FOR MEETINGS

The January and February meetings were held on the Berkeley campus of the University of California. After dinner at the Faculty Club, the group walked over to the Library to hear about and examine a display of new reference books.

The Medical Library Association met with us for the January meeting, where Mr. Melvin J. Voigt, assistant librarian at UC, spoke on new reference books in science and technology.

The February speaker was Dr. Frederick J. Mosher of the UC School of Librarianship, who discussed new reference works in the social sciences.

Both speakers thanked the staff of the UC Library for aid in selecting the books and rounding them up for display.

--Joe Ryus

***

COMSTOCK COMMOTION

By Lucius Beebe

This is the fascinating history of the Territorial Enterprise, the famous newspaper of silver bonanza days in Virginia City, Nevada. Its story is part of the romantic chronicle of the Old West. The fame of an early reporter on its staff who signed his stories "Mark Twain" lent it a literary glamour it never relinquished.

Fast-moving, filled with incidents in the lives of famous men who helped build the West, this is an excellent supplement to any collection of Americana. *Cloth $3.50. Paper $2.00.*

A companion volume, Legends of the Comstock Lode by Lucius Beebe and Charles Clegg, contains a collection of interesting anecdotes of historical and general interest. *Paper $2.00.*

LEAVES OF GRASS 100 YEARS AFTER

Edited by Milton Hindus, this volume commemorates the centenary of the publication of Leaves of Grass. It consists of essays that take a "new look" at Whitman's poetry and prose, the phases of his reputation since 1855, and his philosophy. Essayists are David Daiches, William Carlos Williams, Richard Chase, Kenneth Burke, Leslie Fiedler, and J. M. Murry. "I am destined to have an audience," said Walt Whitman. "There is very little sign of it now—my friends are only a few at best scattered here and there across the globe: that does not disprove me, does not make me doubtful: I still see the audience beyond: maybe in the tomorrow or the tomorrow of tomorrow." This fresh stocktaking of Whitman's life and work is another valuable addition to any Americana collection. *Cloth $5.00.*

SATELLITE GENERALS: A STUDY OF MILITARY ELITES IN THE SOVIET SPHERE

A Hoover Institute study by Ithiel de Sola Pool. Contains biographical material on a large number of military leaders in the armies of Czechoslovakia, Poland, Rumania, Hungary, and Communist China. Careers are compared for such elements as background, professional experience, circumstances of allegiance to Communist principles, and present status. Recognizes a continuing problem in the satellite military organizations as to the supplying of leaders dependable both for loyalty and military skill.

The author, Doctor Pool, is Director, Program in International Communications, Center for International Studies, Massachusetts Institute of Technology. *March Publication. Paper $1.75* (approx.)

MINORITY PROBLEMS IN SOUTHEAST ASIA

Authors Virginia Thompson and Richard Adloff are research associates of the Hoover Institute and Library at Stanford University. Their book is the result of thorough research and extended study tours in Southeast Asia, where they have gathered significant facts on the numerous minority groups. Included are the grievances and potentially disruptive roles of Indian and Chinese minorities in Thailand, Burma, Indochina, Malaya, and Indonesia. Also discussed are indigenous minorities such as the Eurasians, the Arakanese, the Malays of South Thailand, the Ambonese, and also the dissident Buddhists and Christian populations. *Cloth $4.00.*

AT YOUR BOOKSTORE

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NEW MEMBERS

The Bay Region Chapter welcomes the following new members:

Miss Mary Faith Boyle
Shell Development Company Library
Emeryville 8, Calif. LIII

Miss Eileen Carson
Dorr-Oliver, Inc.
(formerly Oliver United Filters)
2900 Glascock Street
Oakland, Calif. LII

Mrs. Beatrice Gibson
Stanford Research Institute
Bldg. 404, Engineering Dept.
Menlo Park, Calif. LV

Miss Marilyn K. Johnson
Shell Development Company Library
Emeryville 8, Calif. LIII

Mr. John J. Lund
Box 772
Herlong, Calif. -III
(Transfer)

Miss Sarah W. McDuffie
622 W. 114th Street
New York 27, N. Y. -VI

Miss Marie A. Pariani
Bank of America NT and SA
P. O. Box 3415, Rincon Annex
San Francisco 20, Calif. DIII

Mrs. Josephine J. Williams
1832 Vera Ave., c/o Richards
Redwood City, Calif. CIII
(Transfer)

Mr. Leland Windreich
Lansing Library Service
Division of Safeway Stores, Inc.
2538 Telegraph Avenue
Oakland 12, Calif. -III

(Key: C = Business, D = Financial, L = Science-Technology, - = none; II = Institutional, III = Active, V = Associate, VI = Student)

***

****

IN CASE you haven't heard, Janet Thomas became Mrs. Leonard Rubin last November. Our best wishes to the bride and groom.

****

SPECIAL LIBRARIES SEEKING EDITOR

The position of editor of the association's publication, Special Libraries, is open following the resignation of Dora Richman who edited the publication for 2½ years. Information concerning the position can be obtained from SLA headquarters, 31 East 10th Street, New York 3, N. Y., or from Burton W. Adkinson, Director, Reference Department, Library of Congress, Washington 25, D. C., who is Chairman of the Executive Board Screening Committee.

***

****

DID YOU SEE Beverly Hickok's article in the February issue of Special Libraries (pp.57-59) concerning the establishment and operation of the Institute of Transportation and Traffic Engineering Library?

****

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California

HERE ARE THE PLANS FOR THE MONTEREY MEETING IN MAY . . . .

The eagerly-awaited meeting at Monterey will take place May 21 (Saturday) when the chapter visits the U. S. Naval Postgraduate School and Library. Following are some of the details. Be sure to save this page for reference, for the only other communication prior to the meeting will be a postcard reminder early in May.

Events at Monterey

Our visit will begin with luncheon at the Officers' Club at 12:30. At lunch Mr. George R. Luckett, head librarian, will give a brief orientation. Following lunch will be the tour of the library which will take approximately 1 hour. An Armed Forces Day tour has been planned for those wishing to see the rest of the installation. The tour will last about 1½ hours, so activities will be over by 4:30. The price of lunch is $2.25.

Reservations for the Meeting

Prior to the meeting, we must send to our hosts a complete list of those who will attend the meeting. Therefore, the matter of reservations is very important. Those planning to attend are requested to complete and mail the blank at the bottom of this page by May 12 (Thursday). Then, if it is necessary to change your plans, you may telephone your cancellation to Beverly Hickok (BEacon 5-6000, ext. 239) up to May 19 (Thursday).

Transportation

If you are driving and are willing to take some passengers, please indicate this on the blank. Likewise, if you would like a ride in a car pool, please indicate this on the blank.

For those using public transportation, a Greyhound bus leaves Oakland at 8:30 a.m. Round trip is $5.45. A bus leaves San Francisco at 8:25 a.m. Fare is $5.75. Arrival time at Monterey is 11:45 a.m. By air, the only morning flight leaves San Francisco at 8:45 a.m. arriving at 9:33. There are several return flights starting at 4:06 p.m. Round trip is $12.32. Better check these because of the possibility of changes in schedules.

Hotel and Motel Accommodations

Those planning to stay overnight are advised to make their reservations as soon as possible. Miss Hickok has a few copies of a list of some of the better accommodations in the Monterey area which she'll mail to anyone who is interested as long as her supply lasts.

- -

Mail to Miss Beverly Hickok, Institute of Transportation and Traffic Engineering Library, 1301 South 46th Street, Richmond, California
by May 12

I plan to attend the Bay Region Chapter meeting in Monterey on May 21.

Check One:

(a) I am arranging my own transportation. _____

(b) I am driving and will have room for_____(number) extra passengers; I will be returning on Saturday_____ Sunday_____.

(c) I would like a ride in a car pool returning Saturday___Sunday___.

Name______________________________

Telephone______________________ Library______________________________

What is effective bookdealer service?

ACCORDING TO DR. MAURICE F. TAUBER IN HIS NEW BOOK ON "TECHNICAL SERVICES IN LIBRARIES" (Columbia University Press, $6.50).......................

"The effectiveness of a book dealer depends on his experience, his stock, his contacts with publishers, and his competence in providing reliable information promptly.

(1) "Not only must the book dealer have knowledge of usual bibliographical data, but he must use his experience and daily contacts to keep informed of changes of all kinds.

(2) "It is important to know about a dealer's efforts to keep materials in stock. Some of the larger dealers retain widely diversified stocks, reaching 100,000 titles or more. These dealers, through experience, have been able to judge the demand of particular titles and make regular provision to fill the needs of libraries quickly.

(3) "Dealers also have contacts with publishers. They know of publications in advance and of new editions of standard works. These contacts increase the ability of the dealer to render special service to librarians.

(4) "The experienced dealer will not only provide prompt service in the handling of orders, he will also render accurate bills and answer inquiries willingly."

DOES STACEY'S MEASURE UP ? . . .

(1) Stacey's offers you an information service, which, supplementing the cumulative indices, lists over 30,000 professional and scientific titles with their present status of availability.

(2) Stacey's has the largest stock of professional and scientific books in the United States which insures an extremely high percentage of your orders being filled from stock. New books are received automatically. Standing orders with the publishers assure us of stock of each new title as it is issued.

(3) The quarterly Stacey Technical and Business Book Previews, featuring the forthcoming titles of all publishers, is the only publication of its kind and is now being used by librarians and individuals throughout the nation.

(4) Shipment of books in stock is made the same day your order is received. Invoices accompany the shipment to avoid any possible log jam in your receiving room.

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ELECTION TIME IS NEARING

The Nominating Committee is now in the process of drawing up the slate of candidates for Bay Region Chapter offices for the coming year, according to Eugenia Ironside, Shell Development Company, who is committee chairman. Ballots will be mailed to members in the near future.

In addition to Miss Ironside, the committee is composed of Phyllis Anderson, Pan American World Airways, and Lorraine Pratt, Stanford Research Institute.

***

DID YOU SEE THE NEW YORKER AD?

An individual librarian and indirectly the entire special library profession achieved a rare type of distinction recently by being featured in a full-page advertisement in The New Yorker. The ad, which was in the February 12 issue, was reprinted in the March issue of Special Libraries.

In the ad Campbell-Ewald, an advertising agency, featured its librarian, Miss Treat, as "The Answer Woman." As Campbell-Ewald is in Detroit, it seems certain that Miss Treat will be a real celebrity at the SLA Convention there in June! She is, of course, a member of the Michigan Chapter of SLA.

***

HOSPITALITY COMMITTEE ADDITIONS

Recent appointments to the Hospitality Committee include Betty Holden, librarian at the Federal Reserve Bank, and Mrs. Barbara Houghton, also of the Federal Reserve Bank Library.

***

TELL OUR ADVERTISERS
THAT
YOU SAW THEIR ADS IN THE BULLETIN

***

ONLY THE NAMES HAVE BEEN CHANGED...

Names of three companies maintaining libraries in the Bay Area have recently been changed. These are listed to enable you to correct your membership directory.

The Committee for a Free Asia is now The Asia Foundation. Jane Wilson is librarian. Foremost Dairies, Inc. is the new name of the Golden State Co., Ltd. Librarian is Elise Hoffman. Oliver United Filters, Inc. is now Dorr-Oliver, Inc., where Eileen Carson is librarian.

***

LOOKING IN ON THE OTHER CHAPTERS, we find that the Connecticut Valley Chapter is planning to visit the U. S. Navy Underwater Sound Laboratory in New London for its April meeting. Our neighbors, the Southern California Chapter, held their March meeting at Harbor General Hospital, where they heard a discussion of "Nagasaki: Before and After the Atomic Bomb."

The Alabama and the Louisiana Chapters held a joint meeting in New Orleans early in March in conjunction with the Executive Board meeting in that city. Work simplification procedures was the topic at a recent meeting of the Colorado Chapter. The Illinois Chapter recently visited the Johnson Publishing Company, publishers of Ebony and other periodicals.

The Armstrong Cork Company's Research and Development Center was the scene of Philadelphia's April meeting. The New York Chapter members were guests of the Carnegie Endowment for International Peace for their March meeting at which the speaker was Marie Carroll who is the reference librarian of the United Nations Library.

***

GUIDE TO NEWSPAPER FILES ISSUED

The Library of the Standard Oil Company of California calls attention to the following useful aid in locating newspaper files:

American Newspaper Files in 8 California Libraries, 1900-1954. A listing of metropolitan newspapers having a circulation of over 50,000. Compiled by Royce D. Delmatier. Published by the Regional Resources Coordinating Committee of the California Library Association, Berkeley, California, 1954.

Libraries whose holdings are listed include the University of California Library at Berkeley; Hoover Library on War, Revolution and Peace and/or Stanford University Library; Los Angeles Public Library; California State Library; UCLA Library; San Francisco Public Library; Pomona College Library; Henry E. Huntington Library and Art Gallery; and the Library of Congress.

This publication can be ordered from Mrs. Edna Yelland, Executive Secretary, California Library Association, 829 Coventry Road, Berkeley 7, California. The price is $2.00.

***

TWO NEW LIBRARIES ESTABLISHED

Members will be interested to know that two new libraries have been established in the Bay Area. They are Kaiser Aluminum Corporation in Oakland, where Mrs. Virginia Pane is librarian, and Ampex Corporation in Redwood City, where Mrs. Josephine Joan Williams is librarian. Mrs. Williams, formerly with General Motors Corporation in Michigan, is a new Bay Region Chapter member.

* *

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COMMITTEE ON SPECIAL CLASSIFICATION ASKS CHAPTER FOR ASSISTANCE

The SLA Committee on Special Classification has requested aid from all chapters in connection with the following aspects of its work:

Subject Heading Lists and Classification Schemes

For the purpose of revising the present loan collection at Headquarters as well as for the preparation of a bibliography of up-to-date lists and classifications covering all the subject fields of SLA members, the Committee asks that members contribute copies of systems used in their libraries or advise of any new and satisfactory classifications known to them. Contributions may be sent to any member of the Committee:

Mrs. Louise Clickner, Ln., Bureau of Census, Washington, D. C.;
Mrs. Marjorie R. Hyslop, Metals Review, 7301 Euclid Ave., Cleveland, Ohio;
Mr. Allen Kent, Battelle Memorial Institute, Columbus, Ohio;
Miss Frederica M. Weitlauf, Timken Roller Bearing Co., Canton,Ohio

Revisions and Expansions of the ASM-SLA Classification

The Committee is anxious to obtain comments, criticisms, and expansions or revisions of the ASM-SLA Classification for Metallurgical Literature for study and possible incorporation in a revised edition as well as for submission to a subcommittee of International Federation de Documentation Committee FID/S for possible recommendation as an international standard. These should be sent to Mrs. Hyslop.

Special Terminology

The Committee is seeking to obtain collections of terminology now being used by SLA members for indexing, classifying, filing, searching or otherwise managing scientific and technical information. End result of this study is expected to be a "code dictionary" of terms designed primarily for mechanical literature searching, but useful for standard indexing and classifying. Details may be obtained from Mr. Kent.

***

ATTENTION, NEW LIBRARIES

Copies are still available of the Union List of Periodicals in the San Francisco Bay Region (Second Edition, 1952, 120 p.).

Compiled by the Bay Region Chapter of SLA, this publication lists the periodical and newspaper holdings of 42 libraries in the San Francisco-Oakland Bay Area. The contributing libraries represent varied collections ranging from college and university department libraries to business, technical and large public libraries.

To get your copy, send request to:

Miss Marie Koutecky
Standard Oil Company of California Library
Box 3495
San Francisco 20, California

The price is $5.00 plus sales tax. Make checks payable to Special Libraries Association and include tax.

***

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Cataloger, Mechanics Inst. Lib.
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San Francisco 17, Calif.

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 25, No. 4 June, 1955

JUNE MEETING IN SAN FRANCISCO

WHEN & WHERE	Thursday, June 23 Social: 6 p.m. Dinner: 6:30 p.m. Alouette Restaurant, 1121 Polk Street, S. F. (between Post and Sutter Streets--convenient to Sutter buses and Geary streetcars)
WHAT	Annual Business Meeting: Installation of new officers; Reports on SLA Detroit convention by those who attended.
DINNER PRICE	$2.90 including tax and tip
RESERVATIONS	Telephone by noon, Tuesday, June 21:
East Bay	TEmplebar 2-5830, ext. 34 (Lansing Library Service)
S.F.	SUtter 1-7700, ext. 2945 (Standard Oil Company of California)

This will be the last chapter meeting of the current fiscal year. The next meeting will be in September.

***

CHAPTER VISITS U.S. NAVAL SCHOOL

Fifty members and guests journeyed to Monterey for the May 21 chapter meeting at the U. S. Naval Postgraduate School and Library.

The program began with a smorgasbord luncheon at the Officers Club, during which George R. Luckett, head librarian, spoke on the history of the school, its academic organization, and the origin and growth of the library.

Following the luncheon, Mr. Luckett and Morris Hoffman, assistant librarian, conducted members on a tour of the library. Among the many noteworthy features were the modern, up-to-date catalog and the quantity of maps and other visual aids. The library now has 216,000 volumes and 110,000 classified reports.

At the conclusion of the library tour, many members joined the Armed Forces Day tour of the other facilities of the school.

* * * * * * * * * * * * * * * *

INSIDE YOU'LL FIND . . . . . .
Election Returns . . . page 2
Annual Reports . pages 4 - 12

* * * * * * * * * * * * * * * *

****
Editor: Dorothy Fowler, 1007 Anza Street, San Francisco 18, Calif., EVergreen 6-2877

Advertising Manager: Jane Wilson, The Asia Foundation, P. O. Box 3223, San Francisco 19, Calif., YUkon 2-4640
****

OFFICERS FOR 1955-56 ANNOUNCED

The Election Committee has announced the following officers of the Bay Region Chapter for the coming year:

President
  Ruth V. Wingfield
  Shell Development Co. Library

Vice President & President Elect
  Mrs. Elizabeth Roth
  Standard Oil Co. of California Library

Secretary
  Mrs. Isabella L. Nestor
  Anglo California National Bank Library

Treasurer
  Mrs. Barbara Houghton
  Federal Reserve Bank Library

1st Director & Program Chairman
  Marian Wickline
  Dow Chemical Co. Library

2nd Director & Hospitality Chairman
  Jane Wilson
  The Asia Foundation Library

Mrs. Roth, Mrs. Houghton, and Miss Wilson were elected in the election last month. The other officers were selected in last year's election. Alleen Thompson will serve on the Executive Board as Immediate Past President.

Members of the Election Committee include Anne Burnett, chairman, and Eugenia Ironside, Caroline Martin, and Mrs. Isabella Nestor.

***

MEETING AT CLA CONVENTION

Tentative plans have been made for a meeting of the Bay Region Chapter of SLA at the annual convention of the California Library Association in San Jose in October. As now planned, it will be a luncheon meeting on Saturday, October 29. Further details will be announced in the September Bulletin.

Theme of the convention, Oct. 25-28, will be "Better Library Service Through Cooperation." Dr. Robert D. Leigh, acting director of the Columbia University School of Library Service, will be a consultant during the convention and will deliver the closing address.

* * * * * * * * * * * * * * * * *

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APRIL MEETING IN EAST BAY

A tour of the beautiful new quarters of the Lansing Library Service, Division of Safeway Stores, Inc., highlighted the April chapter meeting, which was attended by about 55 members. Prior to the tour, members met for dinner at Milani's Restaurant in Oakland.

Business at the meeting included a report by Isabella Frost, second vice president of SLA, on the Executive Board and Advisory Council meeting in New Orleans, March 3-5, 1955.

Eugenia Ironside, chairman of the Nominating Committee, presented its report, which was accepted, without additions, as follows:

Vice President and President-Elect
  Elizabeth Roth, Standard Oil Company of California Library

Second Director and Hospitality Chairman
  Geraldine Scalzo, Social Science Reference Dept., U. C. Library

  Jane Wilson, The Asia Foundation Library

Treasurer
  Edwarda Adams, Langley Porter Clinic Library

  Barbara Houghton, Federal Reserve Bank Library

Miss Frost, in her capacity as librarian of Lansing Library Service, introduced her staff and outlined the functions of Safeway Stores and the library service to the company. Refreshments were served following a tour of the library.

****
* SUPPORT OUR ADVERTISERS! *
****

ANNUAL REPORTS OF OFFICERS AND COMMITTEES

President's Report

Thank you all for a fine year. I think that when you read the committee reports you will feel that everyone has done an excellent job. Every officer, committee chairman, and committee member has cooperated in any job that each was asked to do.

Clara Manson and her committee contributed much to our professional growth by the excellent programs that they planned. It is interesting to note that our attendance averaged 51 for each meeting. This excludes the many guests that attended the methods meetings.

One of the highlights of the year was Miss Little's visit. I think that we all benefited from it.

All of us should be interested in a new committee which was established this year, that of recruitment. Betty Roth, chairman, spoke to two groups of high school seniors, one at Emeryville and another at Richmond. It is interesting that neither the students nor the counselors were aware of special libraries. It seems that this is a committee that should certainly be continued. With the excellent preparatory work done by Mrs. Roth, the groundwork has been well laid.

The Chapter had a chance to do a little proselytizing for special libraries when a booth was manned by members at the annual meeting of the American Association for the Advancement of Science. This was held in December in Berkeley. To Beverly Hickok goes the credit for the good job that was done.

This year we have had co-editors for the Bulletin. The responsibility of getting the Bulletin issued belonged to Dorothy Fowler, while the selling of space was the job of Jane Wilson. Although this division of labor was a matter of expediency, it has worked out so beautifully that such a division of responsibility might be considered for the future. The four Bulletins and the four postals were all mimeographed commercially. Needless to say, the hardest part was the actual compiling of the Bulletin, a job Miss Fowler did excellently. As a result of having the Bulletin done commercially, we now have address plates for all members.

I feel that the past year has been an exciting one for me. Frustrating at times, but with the excellent cooperation that has been given me by all of you, it has been a most fruitful experience. With the able officers that our next year's President has, I'm sure that she will have an equally good year.

Alleen Thompson, President

Advertising Committee

The San Francisco Bay Region Chapter, SLA, secured the following orders for advertisements in the chapter Bulletin for the period September 1954 through June 1955:

J. W. Stacey, Inc.	1	½ page mimeographed ad, Sept.	$ 5.00
	3	1 page multilithed ads, Jan., April, June, at $12.00 ea. (their plate)	36.00
W. R. Ames	1	insertion of Ames Divided Shelf List ad supplied by Ames	12.00
Cunningham Assoc.	1	½ page mimeographed ad, Jan.	6.00
	1	¼ page mimeographed ad, Jan.	3.00
Stanford University Press	3	1 page multilithed ads, Jan., April, June at $22.00 ea. (our plate)	66.00
Gaylord Bros., Inc.	3	½ page mimeographed ads, Jan., April, June at special rate for 3 ads	15.00
Artisan Bindery	2	¼ page multilithed ads, April and June at $7.00 ea. (our plate)	14.00

TOTAL REVENUE RECEIVED OR TO BE RECEIVED $157.00

To date invoices have been rendered and paid for as listed below:

W. R. Ames	1	insertion of Ames Divided Shelf List as supplied by Ames, Jan.	$ 12.00
Cunningham Assoc.	1	½ page mimeographed ad, Jan.	6.00
	1	¼ page mimeographed ad, Jan.	3.00

TOTAL REVENUE RECEIVED TO DATE . . . . $ 21.00

INVOICES FOR OTHER ADS WILL BE RENDERED AT TIME OF PUBLICATION OF THE JUNE ISSUE.

Jane Wilson, Chairman

Archives Committee

Archives are housed at Mechanics' Institute Library, Second Floor. No changes to be reported.

Miriam Peevey, Chairman

HOW DO YOU GET THE SCIENTIFIC AND PROFESSIONAL BOOKS YOU NEED WITHOUT WAITING 10 TO 14 DAYS (or longer)? ?

. . . . By simply drawing on the largest single stock of these books in the world (over 150,000 volumes right here on the west coast).

As specialists, we extend to you an invitation to try our resources . . . . our tremendous stock, 30 years of experience in efficient service to libraries, and (perhaps most important) a sincere desire to really help you with your scientific and professional book problems.

Try our service the next time you need medical, technical, business, or how-to-do-it books.

Stacey's

551 MARKET STREET
SAN FRANCISCO 5, CALIF.
GArfield 1-4687

Bulletin Committee

Four issues of the chapter Bulletin were published this year--September, January, April, and June; postcard notices were sent for four meetings--November, February, March, and May.

Mimeographing, assembling, and mailing were done commercially by the Bay Cities Duplicating Company. To simplify the mailing process, address plates for members were purchased and have been kept up-to-date.

The total cost of issuing the Bulletin and postcards for the year, including an estimate for the June issue, will be approximately $220. Of this amount, $19.50 represents the cost of the original address plates.

Copies of the Bulletin were sent to presidents of all other SLA chapters and to SLA officers and directors.

Dorothy Fowler, Editor

Duplicate Exchange Committee

During the year two duplicate exchange lists were sent out--one in November, 1954, the second in April, 1955. Twelve organizations contributed to the Fall list, and twenty-six copies of the list were mailed. The Spring list had fourteen organizations and one individual contributing and thirty-two copies of the list were mailed.

The total cost to the Chapter for postage totaled $2.32. The rest of the material was contributed by the Committee.

Diana Wilimovsky, Chairman
Jeanette Hitchcock
Mary Knights

Employment Committee

New Applicants 35

Personal Interviews. . 41

Positions Listed . . .	23	Positions Filled . . .	9
Heads	6	Heads	4
Assistants	17	Assistants	5

Unfilled Positions (as of May 15, 1955) . . . 7
Heads 2
Assistants 5

(continued)

Employment Committee (cont.)

The unfilled assistant positions were mostly in the University libraries with salaries too low to attract and were filled by recent library school graduates.

Of the present openings two are government positions on the Peninsula, three in Stanford, a hospital in San Jose and one in San Francisco.

Dorothy L. Krisher, Chairman

Library Promotion Committee

In 1954-55, the Committee was given the opportunity to cooperate in the establishment of two libraries and to consult with the management of a third organization about to establish a library. The Committee continued activities to learn of old or new organizations which plan to establish libraries and to employ librarians, and to learn of firms coming into the area which might be interested in establishing libraries and providing them with information. Letters were sent to two insurance companies and to three banks. Telephone calls offering conferences with the Committee were made to several companies, and copies of Rose Vormelker's "Company Library," and "Brief for the Corporation Library" were loaned. The Chairman and Miss Pratt held a conference with the management representative of one of the organizations which is planning a library and also conferred with Mrs. Nello Shelton, Manager of the State Employment Palo Alto office, on how her office can cooperate with this Committee and the Employment Committee on new special libraries and the employment of librarians.

The Committee recommends that the work of the Library Promotion Committee be continued and the Committee members continue to represent the Bay Region geographically.

Margaret M. Rocq, Chairman
Phyllis J. Anderson
Roy Nielsen
Lorraine Pratt
Marjorie Schuler

Membership Committee

According to chapter records, the number of paid-up members of the San Francisco Bay Region Chapter, by classes, as of May 10, 1955, is as follows:

Active	114
Associate	50
Institutional	15
Life	1
Sustaining	1
Student	1
Total	182

(continued)

Membership Committee (cont.)

This compares with a total of 184 members reported by the chapter in 1954. A new institutional member this year was Crown Zellerbach Corporation.

Local members were very helpful in suggesting prospective members to be contacted.

Ruth Wingfield, Chairman

Press Relations Committee

Press releases of the chapter's monthly meetings were sent regularly to the leading Bay Area newspapers and to such other sources as Peninsula newspapers, Daily Californian, local magazines, etc. where a geographic or subject interest could be utilized.

Lacking a complete file of published releases, it is difficult to accurately measure the results of the Committee's work. Generally speaking, the number of releases published compares favorably with previous years.

An attempt to obtain placement of releases in the financial or main sections of the newspaper was continued, and the small success obtained prompts the Committee to recommend continuance of this effort. The tendency still appears to think of library news as a club or women's activity and interest.

Contact was established with the San Francisco Chronicle for a feature story on President Alleen Thompson. Although the article has not appeared in print, considerable interest was indicated and may possibly materialize in the future. Further development of the "human interest" aspect of our Association is recommended by the Committee.

Specific Recommendations

1. A chapter Executive Board review of "Long Range Program for Publicity" (adopted by EB, 10/11/47), with a view to further implementing or revising this program.

2. Increase membership on Press Relations Committee to a maximum of three members, with East Bay, Peninsula and San Francisco representation:
    - To give Chairman benefit of committee thinking
    - To provide necessary geographic representation for local news approach and a source for clippings
    - To provide training for future committee chairman in press relations

3. Establish friendly contact with all area newspaper librarians. This would result in technical advice in submitting copy and also practices peculiar to each newspaper.

(continued)

Press Relations Committee (cont.)

4. Establish a liaison with both the Program and Recruitment Committees. It would be desirable to have a member of the PR Committee actively present at Program meetings. Value would be in suggesting promotional meetings and in obtaining necessary information for writing releases. As recruitment benefits by publicity, it would also seem valuable to both activities to be linked by a liaison.

5. With an increase of new libraries on the Peninsula, it is strongly recommended that promotional outlets be developed.

Phyllis J. Anderson, Chairman

Program Committee

1. Thursday evening, September 30
   Dinner at Rickey's Red Chimney
   Program: San Francisco State College Library tour. Mrs. Virginia Reuss, hostess for the college library.

2. Saturday noon, October 16
   Joint luncheon meeting with the Southern California Chapter of SLA, held during the convention of the California Library Assn.

3. Thursday evening, November 4
   Dinner, San Francisco Bar Association Lounge
   Speaker, Miss Gretchen Little, President of SLA
   Report of Association activities

4. Wednesday evening, January 19
   Dinner, Men's Faculty Club, University of California, Berkeley
   Program: UC Library, Room 318 - Melvin J. Voigt, assistant librarian, spoke on current reference books in the sciences

5. Thursday evening, February 17
   Dinner, Men's Faculty Club, University of California, Berkeley
   Program: UC Library, Room 318 - F. J. Mosher spoke on current reference books in the social sciences and humanities

6. Wednesday, March 16
   Dinner, YWCA, Sutter Street, San Francisco
   Speaker: L. W. Cutler, Librarian, Graduate School of Business, Stanford University
   Subject: Report of his professional activities in the Philippines, with special emphasis on libraries

7. Wednesday evening, April 20
   Dinner, Milani's Restaurant, Oakland
   Program: Lansing Library Service, Division of Safeway Stores, Inc. - tour of library. Miss Isabella Frost, librarian, was hostess

(continued)

Program Committee (cont.)

8. Saturday, May 21
Monterey, California - U. S. Naval Postgraduate School and Library
Luncheon and visit to library and other facilities

9. Thursday evening, June 23
Dinner, Alouette Restaurant, San Francisco
Program: Report of delegates to the SLA convention, Detroit, Michigan, June 12-17, 1955; installation of new officers of the chapter

Clara Manson, Chairman
Edwarda Adams
Beverly Hickok
Elizabeth Holden
Mary Stanton
Elizabeth Williams

Recruitment Committee

From city and county school superintendents, names of high school vocational guidance counselors in each of the 8 closest Bay Area counties were obtained. Letters to each counselor offered (1) speaking services on special librarianship as a career and (2) suggestion that groups or individual students visit Bay Area special libraries. Suggestion included idea that students would be introduced to libraries in the field of their subject interests. Results: no requests for visits. However, two invitations to speak were received---one from Emery High School senior class, the other from Richmond High School, senior group of 10 college prep. Impressions: special libraries are unknown and the high school senior has no conception of the role research plays in advancing business and industry. Greatest interest is in salaries.

Next year, because the San Francisco school system did not respond (the only school system which did not reply with a list of counselors) this system should be contacted again. In addition, parochial school systems should be contacted.

Elizabeth B. Roth, Chairman

Representative to CLA Recruiting Committee

By October, 1955, two exhibits each consisting of 30 photographs 14 x 21 inches will be ready for showing in libraries throughout California. Photographs of 6 different special libraries were selected by the Committee. Each photograph will be identified by the name of the library.

Elizabeth B. Roth, Representative

The Food Research Institute Series on *FOOD, AGRICULTURE, AND WORLD WAR II*

COFFEE, TEA, AND COCOA

An Economic and Political Analysis

By V. D. Wickizer

$5.00

MANAGEMENT OF AGRICULTURE AND FOOD IN THE GERMAN-OCCUPIED AND OTHER AREAS OF FORTRESS EUROPE

A Study in Military Government

By Karl Brandt and Associates

$10.00

JAPANESE FOOD MANAGEMENT IN WORLD WAR II

By Bruce F. Johnston

$7.50

FOOD AND AGRICULTURE IN AUSTRALIA AND NEW ZEALAND, 1935–50

By J. G. Crawford, C. M. Donald, C. P. Dowsett,
A. A. Ross, and D. B. Williams

$7.50

SOUTH AFRICAN FOOD AND AGRICULTURE IN WORLD WAR II

By J. M. Tinley

$5.00

FOOD ADMINISTRATION IN INDIA, 1939–47

By Sir Henry Knight

$7.50

FOOD AND AGRICULTURE IN BRITAIN, 1939–45

Aspects of Wartime Control

By R. J. Hammond

STANFORD UNIVERSITY PRESS
Stanford, California

Secretary's Report

The following general meetings have been recorded by the Secretary:

Dinner meeting at Rickey's Red Chimney Restaurant with a tour of the new San Francisco State College Library, September 30;

Dinner meeting at San Francisco Bar Association Lounge, honoring Miss Gretchen Little, November 4;

Two methods meetings held January 19 and February 17 at the UC Library;

A dinner meeting held in the Fireplace Room of the San Francisco YWCA, March 16;

Dinner meeting at Milani's Restaurant in Oakland, April 20, which preceded a tour of the new quarters of the Lansing Library Service.

Attendance ranged between 35 and 61 with an average attendance of 51. The highest attendance was at the methods meeting on January 19 when 61 chapter members were present. The Medical Library Association, and others, joined with us for that meeting, bringing the total number of persons attending the lecture to 118.

Two Executive Board meetings, August 4 and October 27, 1954, and two joint Executive Board and Advisory Council meetings, January 12 and May 9, 1955, were recorded.

Isabella L. Nestor, Secretary

Translations Committee

A few new names of translators as well as requests for translators were handled by the Chairman. Because of changes, a new list probably should be compiled within the next few years.

Katherine Taylor, Chairman

Treasurer's Report
(Preliminary)

July 1, 1954 - May 6, 1955

Balance on hand, July 1, 1954			$ 307.80
Receipts, July 1, 1954 - May 6, 1955		322.94	
Budget checks from SLA Headquarters . . .	244.13		
Bulletin advertising arrears from 1953/4 .	20.00		
Bulletin advertising revenue, 1954/55. . .	21.00		
Union List sales	19.81		
Royalty on Union List from Stanford University Press	3.00		
Miscellaneous	15.00		

(continued)

Treasurer's Report (cont.)
(Preliminary)

Disbursements, July 1, 1954 - May 6, 1955	227.76
Bulletin labor and supplies (incl. addressograph plates)	139.46
Bulletin postage	28.44
General postage	.36
Letterhead paper for Chapter	20.70
Dinner guests	8.75
Checking account service charge (checks)	2.00
Miscellaneous	27.65
Balance on hand, May 6, 1955	$ 402.97

Gwendolyn Lloyd, Treasurer

Union List Sales Committee

The sales of the Union List of Periodicals in the San Francisco Bay Region, 2nd edition 1952, have dropped off since the first year after release. Only thirteen copies were sold during the year, bringing the total to 187 copies sold to date.

It is interesting to note, however, that many requests were received from Eastern libraries, so publicity on its availability was widespread.

Marie Koutecky, Chairman

* *

MEMBER TO REPRESENT SLA AT UN

Mrs. Hildegarde Millar, librarian of the University of California's Bureau of International Relations, has been appointed by Gretchen Little, SLA president, to represent the organization at the tenth anniversary meeting of the United Nations opening in San Francisco June 20. SLA is one of the non-governmental agencies represented at UN functions.

***

MEMBER TAKES PART IN CAA SERIES

On April 21, Mrs. Dorothy Williams participated in a Career Information Series sponsored by the California Alumni Association in cooperation with the University Bureau of Occupations and spoke to undergraduate students on careers in librarianship.

***

NEW MEMBERS

The Bay Region Chapter is happy to welcome the following new members:

Mrs. Helen Klamm
Varian Associates
611 Hansen Way
Palo Alto, Calif. LIII

Miss Ruth M. Nystrom
2508 Ridge Road
Berkeley 9, Calif. -III

Capt. Margaret Smart
Officers Mail Room, Box 430
APO 323
San Francisco, Calif. MIII
(Transfer)

(Key: - = none, L = Science-Technology, M = Social Sciences; III = Active)

***

SAN FRANCISCO, CALIF. 16
1955

Mrs. Miriam G. Peevey
Cataloger, Mechanics Inst. Lib.
57 Post St.
San Francisco 17, Calif.

San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

S. L. A. ARCHIVES

Vol. 26, No. 1 September, 1955

SEPTEMBER MEETING

DATE	Wednesday, September 21, 1955, 7:30 p.m.
LOCATION	Chronicle Building, Main Lobby, for a tour of the Library, Mechanical Dept. and City Room. Miss Thelma Weber, Librarian, will be our hostess.
DINNER	Cairo Restaurant, 77 Fourth Street (between Market and Mission). Dinner will be served at 6:15 - there is no bar. This is an Armenian restaurant so take this opportunity to enjoy delicious Shish Kebab as the main attraction on our combination plate - plus Paklava for dessert.
PRICE FOR DINNER	$2.35, including tax and tip
RESERVATIONS	To be made by noon, Monday, September 19:
East Bay	Lansing Library Service, Division of Safeway Stores, Inc., TEmplebar 2-5830, Ext. 34
S. F.	Library, Standard Oil Company, SUtter 1-7700, Ext. 2945

OCTOBER MEETING

Our next meeting will be a joint luncheon meeting with the Southern California Chapter, Saturday, October 29, in San Jose. A panel discussion on "Coordinate Indexing vs. Other Retrieval Processes" will be held with Mr. Melvin Voight as the panel chairman.

Editor: June Wayne, Shell Development Co., Emeryville, California
OLympic 3-2100
Adv. Chmn.: Mrs. Constance Watson, Crown Zellerbach Corp., San Francisco
GArfield 1-3100

NOTES FROM THE PRESIDENT

At the first Executive Board meeting of the current year, it was decided to bring up to date the Chapter procedure manuals. Current officers and committee chairmen will work with last year's officers and chairmen to revise their own particular manuals. Mrs. Elizabeth Roth will act as coordinator of the project. The manuals are to be ready for review by the Executive Board in January. If you have any suggestions as to how Chapter procedure may be improved, please forward them to the appropriate officer or chairman.

* * *

How many of us are familiar with the objects of the Chapter, as listed in our Constitution? I am impressed anew each time I read it. They are:

(a) to encourage and promote the collection, organization, preservation and dissemination of recorded knowledge, and in particular,
(b) to stimulate the professional advancement of the membership,
(c) to advance special library service, and
(d) to further interlibrary cooperation.

* * *

If you want to "read up" on coordinate indexing before the October meeting, I have some material available for loan.

* * *

D. Cunningham & Associates

Space No. 21 at CLA Convention, San Jose

LIBRARY EQUIPMENT DESIGNING
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PRospect 5-7722

PLEASE ANSWER! ANSWER, PLEASE!

Our January and February meetings will be workshops, covering various subjects of importance and interest.

Please check, numbering in order of preference, any of the following topics which you would like to have discussed:

Ordering

- a. books and periodicals
- b. government documents
- c. international organization material, as United Nations, OEEC, IMF, GATT, etc.
- d. other types of foreign material
- e. ephemeral material

Routing of periodicals

Photocopy and duplication of material

Discarding of books; weeding

Special cataloging problems

Library bulletins and abstracting services

Please suggest, as under "Ordering", above, specific aspects of these subjects which you would like to have covered.

- - - - - - - - - -

Topics you would prefer to those mentioned above:

____
Signature

PLEASE RETURN THIS SHEET TO:
Betty Holden
Federal Reserve Bank of San Francisco
San Francisco 20, California

BEFORE September 30

HOW DO YOU GET THE SCIENTIFIC AND PROFESSIONAL BOOKS YOU NEED WITHOUT WAITING 10 TO 14 DAYS (or longer)? ?

. . . . By simply drawing on the largest single stock of these books in the world (over 150,000 volumes right here on the west coast).

As specialists, we extend to you an invitation to try our resources . . . . our tremendous stock, 30 years of experience in efficient service to libraries, and (perhaps most important) a sincere desire to really help you with your scientific and professional book problems.

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SAN FRANCISCO 5, CALIF.
GArfield 1-4687

DUPLICATE EXCHANGE LIST

FALL EDITION

The Duplicate Exchange Committee is preparing to issue the Fall edition of the Duplicate Exchange List. Lists of contributions and "wants" should be sent to the committee by October 30, 1955. Note should be made of how long the material offered will be kept before it has to be discarded. If you have any questions please call Mrs. Yearin at TE 2-5830, after Sept. 13.

"Want" list need not be accompanied by list of contributions, and any member, whether a contributor or not, is welcome to a copy of the publication.

Distribution of the list will include contributors and all other libraries or individuals who request copies by filling out and returning the attached blank by October 30, 1955.

Marylyn G. Yearin
Chairman
Duplicate Exchange Committee

- -

Mrs. Marylyn G. Yearin
Lansing Library Service
2538 Telegraph Avenue
Oakland 12, California

Please send a copy of the Fall 1955 issue of the Duplicate Exchange List of the San Francisco Bay Region Chapter, SLA, to the following address:

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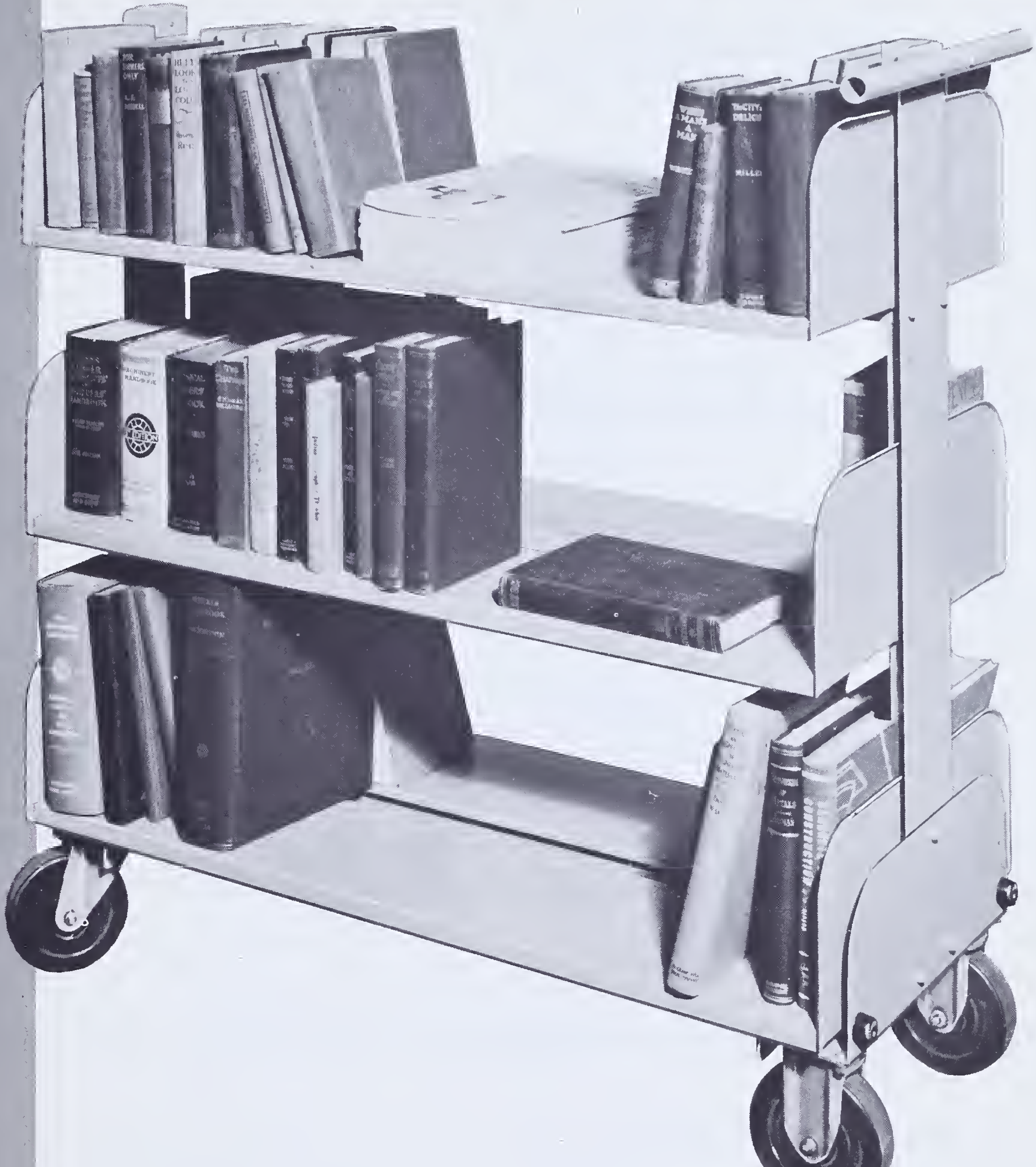
BOOK TRUCKS

LIGHTWEIGHT...DURABLE...with REMOVABLE SHELVES



AMES adds a new note of book handling convenience for librarians . . . a book truck with removable bracket-type shelves. For all-around utility and sturdy construction there is no finer truck on the market.

TEMPORARY STORAGE — Ideal for storing returned books and moving them easily to the bookstack.

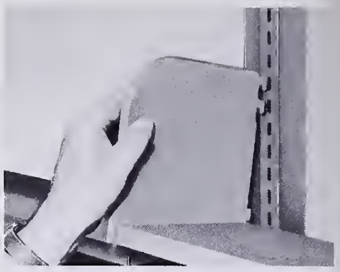
LOADED SHELF TRANSPORT — Ideal for moving loaded shelves to a new location in the bookstack; also for carrying a series of reference books to the point of usage.

PORTABLE DISPLAY CASE — Easily used anywhere in the library for attractively displaying books of special interest.

PORTABLE DESK—With a flush bracket shelf installed at desk height, truck serves as a handy, movable work desk.

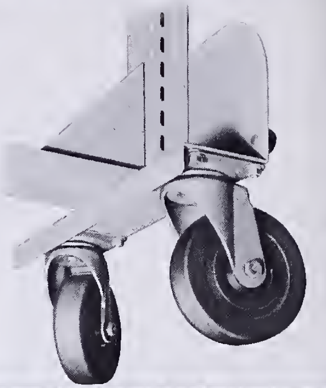
A. I. A. FILE NO. 35-B-2
1954

BOOK TRUCKS



BRACKET-TYPE SHELVES

Ames Book Trucks are available either *with* or *without* shelves, as the standard slotted uprights will accommodate existing bracket-type shelves of practically any manufacturer. Standard equipment includes six Ames 8″ bracket-type shelves, each 3′ in length.



BUILT FOR YEARS OF EASY HANDLING

For smooth operation Ames Book Trucks are equipped at one end with rubber-tired *swivel* casters. Trucks are of sturdy spot-welded all-steel construction.

SPECIFICATIONS:

OVERALL HEIGHT	40¼″
OVERALL WIDTH	16″
OVERALL LENGTH (including handles)	39½″
WEIGHT (empty)	34 lbs.
(with 6 shelves)	75 lbs.
FRONT CASTERS	5″ diameter, stationary, ball bearing or sleeve, rubber-tires.
REAR CASTERS	5″ diameter, swivel ball bearing or sleeve, rubber-tires.
SHELVES	Available *with* or *without* shelves. Uses six standard 8″ bracket-type shelves 36″ in length.
UPRIGHTS	Tubular steel, slotted at 1″ intervals for shelf adjustability.
CONSTRUCTION	Welded steel body, shipped knocked down, easily assembled.
FINISH	Baked enamel, standard colors sage green and warm gray.

SHIPPING WEIGHTS

with six shelves	75 lbs.
without shelves	34 lbs.

***PRICES:**

Model		
BT6B	Equipped with six shelves, 5″ ball bearing casters	**$74.50 ea.**
BTB	*Without* shelves, 5″ ball bearing casters	**62.50 ea.**
BT6S	With six shelves, 5″ sleeve bearing casters	**64.50 ea.**
BTS	*Without* shelves, 5″ sleeve bearing casters	**52.50 ea.**

**Prices f.o.b. San Francisco, Calif. Shipped knocked down. Easily assembled with only a wrench.*

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Quantity:	**Model:**	**Finish:***
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**Specify Sage Green or Warm Gray.*

☐ Remittance in amount of $.................... is enclosed herewith. Ship
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Product model or design are subject to change without notice or obligation to alter existing equipment to co
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OL 3-2100

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Standard Oil Co. of California, S.F.
SU 1-7700

Secretary
Mrs. Isabella L. Nestor
Anglo California National Bank, S.F.

Treasurer
Mrs. Barbara Houghton
Federal Reserve Bank of San Francisco
SU 1-8420

1st Director and Program Chairman
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Dow Chemical Co., Pittsburg
Pitts. 2-7311, Ext. 243

2nd Director and Hospitality Chairman
Miss Jane Wilson
The Asia Foundation, S. F.
YU 2-4640

Immediate Past President
Miss Alleen Thompson
State Health Dept., Berkeley
TH 5-7329 (home)

CHAPTER COMMITTEES, 1955/56

Advertising Committee
Mrs. Constance Watson
Crown Zellerbach Corp., S.F.
GA 1-3100

Archives
Mrs. Miriam C. Peevey, Chmn.
Mechanics Institute Library, S.F.
GA 1-1750

Bulletin
Miss June Wayne, Chmn.
Shell Development Co., Emeryville
OL 3-2100

Calif. Library Assoc. Joint Meeting
Miss Winona Walker, Chmn.
U.S. Veterans Hospital, Palo Alto
DA 3-0071

Duplicate Exchange
Mrs. Marylyn G. Yearin, Chmn.
Lansing Library Service
TE 2-5830

Employment
Miss Dorothy Krisher, Chmn.
(to Dec., 1955)
Shell Oil Co.
EX 2-5400

Mrs. Elizabeth Holden, Chmn.
(Jan.-June, 1956)
Federal Reserve Bank of San Francisco
SU 1-8420

History
Miss Margaret Hatch, Chmn.
Metropolitan Life Insurance Co.
DO 2-7000

Miss Isabella Frost
Lansing Library Service
TE 2-5830

Hospitality
Miss Jane Wilson, Chmn.
The Asia Foundation, S.F.
YU 2-4640

Miss Eugenia Ironside
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SU 1-7700, Ext. 2374

Mrs. Virginia Reuss
San Francisco State College
JU 4-2300

Miss Irene Simpson
Wells Fargo Bank History Room
SU 1-1500

(continued on next page)

Library Promotion
Miss Phyllis Anderson, Chmn.
Pan American World Airways, S.F.
PL 5-7000

Miss Beverly Hickok
University of California,
Institute of Transportation
BE 5-6000

Miss Dorothy Krisher
Shell Oil Co.
EX 2-5400

Mrs. Elizabeth Holden
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SU 1-8420

Mrs. Margaret Rocq
Standard Oil Co. of California, S.F.
SU 1-7700

Mrs. Marjorie Schuler
J. W. Stacey, Inc., S.F.
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Miss Barbara White
Stanford Research Institute,
Menlo Park

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Standard Oil Co. of California, S.F.
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Press Relations
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University of California,
Institute of Transportation
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Program
Miss Marian Wickline, Chmn.
Dow Chemical Co., Pittsburg
Pitts. 2-7311, Ext. 243

Miss Phyllis Anderson
Pan American World Airways
PL 5-7000

Miss Johanna Fritsche
Oakland Free Library
HI 4-8272

Miss Katherine Karpenstein
Standard Oil Co. of California, S.F.
SU 1-7700

Miss Geraldine Scalzo
U.C. Lib., Social Science Reference
AS 3-6000, Ext. 8120

Recruitment Representative
Miss Mary Knights
Stanford University Engineering
Library, Stanford
DA 3-9411

Translations
Mrs. Katherine Taylor, Chmn.
Chemical Library Service, Berkeley
TH 3-0837

Union List Sales
Miss Marie Koutecky, Chmn.
Standard Oil Co. of California
SU 1-7700

NEW MEMBERS

Mrs. Jean Brundage Stevens, Ln.
Hawaiian Pineapple Co., Ltd.
Honolulu, Hawaii
Transfer L III

Mrs. Eiko Tomigasu
General Delivery
Palo Alto, California
Transfer VI

(Key: L = Science Technology, III = Active, VI = Student)

NEWS NOTES

Mrs. Helen Klamm Dean of Varian Associates is retiring and will be succeeded by Mrs. Perry Conway.

Mrs. Arline McCabe is the new librarian at Dorr-Oliver, Inc. replacing Miss Eileen Carson.

Miss Jane Sage of Ind. Indemnity is resigning to go to library school.

Mrs. Diana Wilimovsky has retired from Hewlitt-Packard Co. She has been replaced by Mrs. Eileen Dugan.

Miss Flora-Elizabeth Reynolds is now Librarian at Mills College.

FOUR BULLETINS DURING 1955-56

Continuing with the procedure of last year the bulletin will be published in September, January, April and June. Members will be notified by postcard of the other meetings.

CHANGE OF ADDRESS

Miss Edwarda M. Adams
Langley Porter Clinic Library
First and Parnassus Aves.
San Francisco 22
OV 1-8080, Ext. 250

* * *

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Vol. 26, No. 2 January, 1956

JANUARY MEETING

DATE	Wednesday, January 18, 1956
TIME	7 p.m. Promptly.
PLACE	Standard Oil Co. of California, 225 Bush St., San Francisco

PROGRAM

This meeting will be the first of two Library Methods Meetings held for the purpose of discussing certain library practices and problems.

Topics and speakers will be:

"There's NOT room for one more"; the problem of discarding.
Miss Anne Rand, ILWU Research Department Library.

Circulation problems.
Miss Eugenia Ironside, Shell Development Company.

Routing problems.
Miss Marjorie Griffin, International Business Machines Corporation.

There will be a general round-table discussion after each topic. Moderator - Miss Elizabeth Holden, Federal Reserve Bank.

RESERVATIONS

To be made by noon, January 16.
Although this is not a dinner meeting, it is necessary that we know how many will attend in order that the room may be set up properly.

East Bay

Library Department, Safeway Stores, Inc.,
TEmplebar 2-5830, Ext. 34

(continued)

Editor: June Wayne, Shell Development Co., Emeryville, California
OLympic 3-2100
Adv. Chmn.: Mrs. Constance Watson, Crown Zellerbach Corp., San Francisco
GArfield 1-3100

JANUARY MEETING (continued)

RESERVATIONS (continued)

S. F. Library, Standard Oil Co. of California
SUtter 1-7700, Ext. 2945

Since the Methods Meetings must start promptly at 7 p.m. there will not be time for a formal dinner. We suggest Schroeder's Cafe, 111 Front St., as a good nearby restaurant where you may dine informally and at your own convenience. There will be no dinner reservations made.

FEBRUARY MEETING

The second Methods Meeting will be held on February 16, at the same place as the January meeting. Speakers will be Marie Koutecky, Standard Oil Co. of California, who will discuss Ordering of Domestic and Foreign Serials; and Anne Burnett, Pacific Gas and Electric Co., who will present Special Cataloging Problems.

As for the January meeting, there will not be a formal dinner. This time, Paoli's Restaurant at 347 Montgomery St. has been suggested for your informal dining. Remember, the meetings must start promptly.

MARCH MEETING

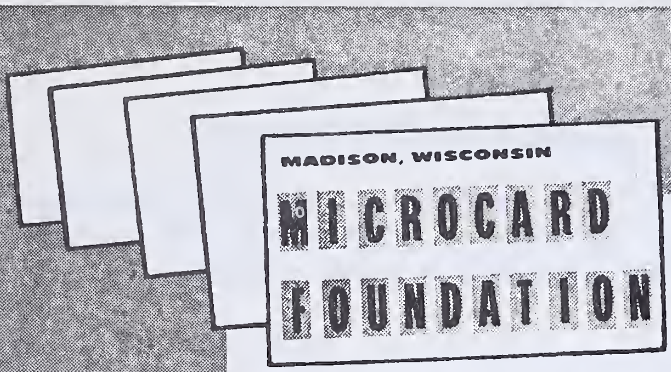
This will be a visit to the San Francisco Stock Exchange on Wednesday, March 21. Mr. Ronald E. Kaehler, President, is arranging a program for us in which the members of the Exchange will take part. They will show us what goes on during the day on the floor of the Exchange. Please invite your friends to this meeting. Because Mr. Kaehler has requested that we be at the Exchange at 7 p.m., there will be no planned dinner.

Suggested restaurants:

Sam's Grill and Sea Food Restaurant
374 Bush St.

Ely Trap Restaurant
73 Sutter St.

Lambros'
315 Bush St.



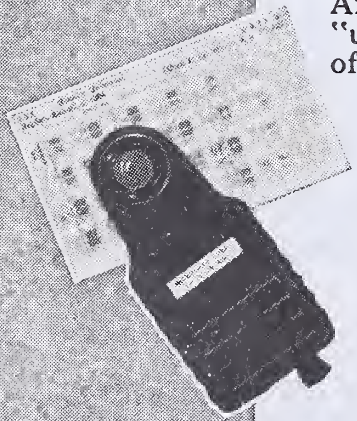
ATOMIC ENERGY REPORTS

The unclassified Atomic Energy Commission Reports will soon be published. Lists and prices of the reports will be sent upon request.

NOW AVAILABLE

Compte Rendus de l'Academie des Sciences	$465.20
Proceedings of the Royal Society, London	$960.00
Annalen der Chemie	$1,008.80
Beilstein's Handbuch der Organischen Chemie	$193.20
Berichte der Deutschen Chemische Gesellschaft	$1,174.80
Chemisches Zentralblatt	$1,831.00

Any of the above sets may be purchased in "units" which contain from 5 to 10 volumes of a particular set. Write for further details.



POCKET READER

A 12X wide field lens gives clear, sharp image. Reader has built-in illumination and operates from batteries or 110 volt current.
Size 2¼″ x 5″ x 1¼″ . . . . $\$25^{00}$

MICROCARD FOUNDATION

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ANNOUNCEMENT OF SCHOLARSHIPS

The Special Libraries Association offers two one-year scholarships for the academic year 1956-1957, to be used for graduate study in librarianship, leading to a degree at an accredited library school.

Value - $500 each

Eligibility

College graduate working in a special library, or with experience in a special library.

Recent college graduate or college senior wishing to enter the special library profession.

Preference shall be given to members of Special Libraries Association.

Qualifications on which awards are based

a. Definite interest in, and aptitude for, special library work, and a sincere intent to contribute to the profession.

b. High scholastic standing throughout college.

c. Citizen of the United States or Canada.

d. Evidence of good character, and ability.

e. Endorsement of local Chapter President, or of two members of Special Libraries Association.

f. Statement of provisional admittance to the accredited library school of choice.

g. Evidence of financial need.

h. Applicants over forty years of age will be considered only under unusual circumstances.

Applications

Must be received by March 1, 1956 by the Chairman of the Scholarship and Student Loan Fund Committee, Special Libraries Association, 31 East Tenth Street, New York 3, N.Y.

Application blanks may be obtained from the Executive Secretary, Special Libraries Association, 31 East Tenth Street, New York 3, N.Y.

* * * * *

A Student Loan Fund is also available to provide financial assistance to individuals who wish to carry on professional study in librarianship at college or university level.

PRESIDENTIAL MESSAGE - "THIRD YEAR OPERATION AT A DEFICIT"

A communication has been received from Chester M. Lewis, President of SLA, concerning the 1956 budget. Although the complete text of the letter will appear in the December issue of SPECIAL LIBRARIES the following excerpts were selected to bring out the main points:

> "For the second successive year the Finance Committee presented a deficit budget to the Executive Board for its consideration at the fall meeting. A deficit budget of some $17,060 was presented to the Board, which in turn pared it down to $11,620. This reduction in the proposed deficit was obtained only after critical examination of each item in the budget by the Executive Board. Even more alarming than the size of the present deficit is the fact that it has increased for the second year in a row. In his 1954 report (the President) pointed out that that progressive increases in Association operating expenses during the past three years were not accompanied by comparable increases in income, and further, that only two categories of membership are paying dues that cover costs of all direct and indirect services: namely, Institutional and Sustaining memberships. Accordingly, the Board voted to increase the dues of two classes of membership, effective January 1, 1957, subject of course to ratification by the membership at our annual meeting in June. It voted to increase the dues of Active Members from $10 to $15, and those of Associate members from $5 to $10. This action will only partly resolve the situation. It must be accompanied by other plans to increase income and plans to curtail nonessential services which in turn would reduce the demands made upon our Headquarters. The Board has to use its judgment in deciding how the Association's money should be spent, unless it has the opinions of the members as to the services and projects they think most important. A campaign has been instituted to acquaint further each member of the Association with the budgetary problems. This will consist of a series of reports presented in various ways to the entire membership for scrutiny."

One concrete suggestion to reduce expenses is to cut the presidential visits to each chapter to one every three years instead of every two. Members are asked to give any suggestions and comments to Pres. Ruth Wingfield so the information may be passed on to the Executive Board of SLA very soon.

HOW DO YOU GET THE SCIENTIFIC AND PROFESSIONAL BOOKS YOU NEED WITHOUT WAITING 10 TO 14 DAYS (or longer)? ?

. . . . By simply drawing on the largest single stock of these books in the world (over 150,000 volumes right here on the west coast).

As specialists, we extend to you an invitation to try our resources . . . . our tremendous stock, 30 years of experience in efficient service to libraries, and (perhaps most important) a sincere desire to really help you with your scientific and professional book problems.

Try our service the next time you need medical, technical, business, or how-to-do-it books.

Stacey's

551 MARKET STREET
SAN FRANCISCO 5, CALIF.
GArfield 1-4687

The San Francisco Bay Region Chapter welcomes the following new members:

Miss Marie Grace Abbruzzese, Ln. 20F III
Mary's Help College of Nursing
145 Guerrero Street
San Francisco 3, California

Miss Mary Catherine Baker F V
444 Pau Street, Apt. A
Honolulu 15, Hawaii

Mr. Ray Brian 20Md III
5917 Ayala Avenue
Oakland 9, California

Mr. Gilbert L. Campbell 26Lb III
732 Ursula Street
Aurora 8, Colorado

Mr. Frank J. Dempsey 20Mbd III
3456 - 16th Street
San Francisco 14, California

Mrs. Eileen Dugan, Ln. 20B III
Hewlett-Packard Co. Library
275 Page Mill Road
Palo Alto, California

Mrs. Nancy D. Foster
305 Bridgeway
Sausalito, California

Miss Mary Jane Hawkinson 20G II
Industrial Indemnity Co. Library
155 Sansome Street
San Francisco 4, California

Mrs. Jacquelyn Hester 20L V
754 Gilbert Avenue
Menlo Park, California

Mr. Paul Kruse, Ln.
Golden Gate College Library
220 Golden Gate Avenue
San Francisco, California

Mrs. Hilda C. Morse 20Lbd III
1509 Burbeck Avenue
Richmond 5, California

B - Biological Sciences
F - Hospital
G - Insurance
L - Science-Technology
M - Social Studies

II - Institutional
III - Active
V - Associate

b - Engineering
d - Petroleum

1956 DUES NOW PAYABLE

Please don't forget to pay your dues for 1956. Send your check to SLA, 31 East 10th Street, New York 3, N.Y.

ALSO ......

Headquarters Office ceased Dec. 1, 1955 to add the business address to the cards for new members. This address is the most useful to chapters and divisions so members are urged to use their business address when entering membership.

* * *

NOTICE TO CHAPTER OFFICERS AND COMMITTEE CHAIRMEN

Procedure manuals were due January 3rd. If you haven't done so already, please mail your manual to Mrs. Elizabeth Roth, Standard Oil Library, 225 Bush Street, San Francisco 20, Calif.

* * *

CHAPTER NOTES

The name of Lansing Library has been officially changed to Library Dept., Safeway Stores, Inc.

Our Chapter Past President Alleen Thompson is librarian and also the organizer of the library of the Commonwealth Edison Project, General Electric Co., 2155 South First St., San Jose.

The new librarian at Golden Gate College library is Mr. Paul Kruse. Mr. Kruse has compiled a bibliography entitled, "The Library Bulletin" which is of interest to business, insurance and accounting libraries. It is a listing of current materials under specific subject headings covering both periodicals and books. Periodical items, vertical file materials and others are annotated. Distribution is free upon request. Items listed are available on interlibrary loan.

* * *

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Vol. 26, No. 3 April, 1956

APRIL MEETING

DATE	Thursday, April 19, 1956
TIME	7:30 p.m.
PLACE	Institute of Transportation and Traffic Engineering Library of the University of California (ITTE Library), Engineering Field Station, 1301 So. 46th Street, Richmond. (Enter Field Station on 47th Street - see attached instructions and maps.)

The Berkeley Daily Gazette of October 20, 1954, in an article describing the expansion of the University of California's engineering field station at Richmond, stated:

> ". . . A new $60,000 unit for expanding library requirements of the Institute of Transportation and Traffic Engineering is rapidly nearing completion. The 2500 square-foot building will house the research collection of books, reports and documents for the Institute -- one of the most comprehensive collections on the West Coast dealing with special problems of transportation and traffic. Miss Beverly Hickok is the librarian who will take charge over those facilities . ."

An article by Miss Hickok in which she described the ITTE Library appeared in Special Libraries for February, 1955.

DINNER	Spenger's Fish Grotto, 1919 4th Street, Berkeley, California, Social 5:30, dinner promptly at 6:00 p.m.
PRICE FOR DINNER	$2.70 including tax and tip. Dinner will be seafood cocktail, salad, swordfish (substitution if necessary), french bread, dessert, coffee.

Editor: June Wayne, Shell Development Co., Emeryville, California
OLympic 3-2100
Adv. Chmn.: Mrs. Constance Watson, Crown Zellerbach Corp., San Francisco
GArfield 1-3100

APRIL MEETING (continued)

RESERVATIONS To be made by noon, April 17.
Although this is not a dinner meeting, it is necessary that we know how many will attend in order that the room may be set up properly.

East Bay Library Department, Safeway Stores, Inc.,
TEmplebar 2-5830, Ext. 34

S. F. Library, Standard Oil Co. of California
SUtter 1-7700, Ext. 2945

TRANSPORTATION From San Francisco: Anyone offering space in their car or needing a ride from San Francisco call:

Miss Irene Simpson
Wells Fargo Bank History Room
SUtter 1-1500, Ext. 376

From the East Bay: Anyone offering space in their car or needing a ride from the East Bay call:

Miss Eugenia Ironside
Shell Development Co. Library
OLympic 3-2100, Ext. 621

NOTE: Students from the University of California School of Librarianship are being invited to this meeting.

* * *

MAY MEETING

On Saturday, May 12, we will visit the University of California at Davis. Mr. J. R. Blanchard, Librarian, will be our host. The meeting is scheduled for 11 o'clock but early arrivers will be served coffee in the Library from 10 to 11. The Library staff will show us the Library and then lunch will be served for us in the Oak Room on the campus. In the afternoon there will be a tour of interesting areas of the campus such as the School of Veterinary Medicine, etc.

DIRECTIONS TO SPENGER'S FISH GROTTO

1919 4th St., Berkeley

If driving from San Francisco or Oakland, follow the Eastshore Highway past the University Ave. overpass, which unfortunately is under construction, and turn right at the traffic lights at Virginia St. Go 3 blocks and turn right on 4th St. Spenger's is about 2 1/2 blocks south and there is a large parking lot across the street.

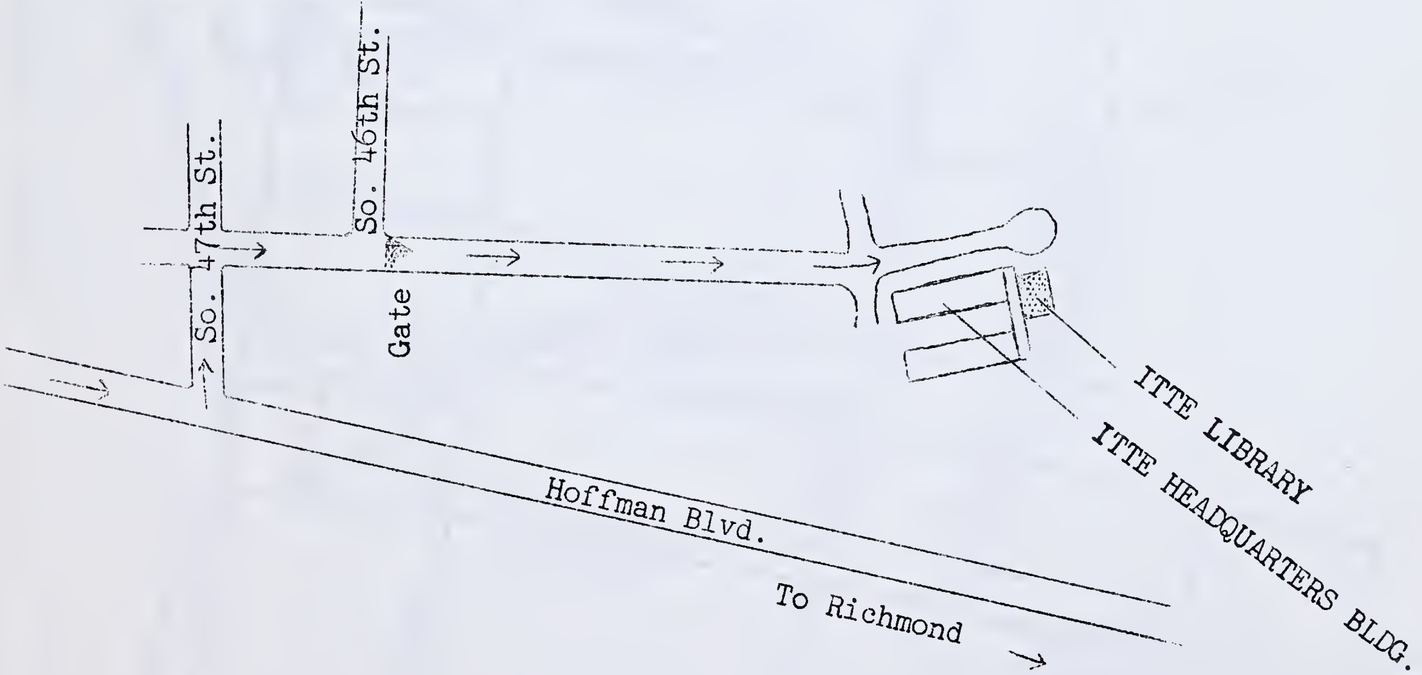
If driving from Berkeley or Oakland, come down University Ave. and turn right on 4th St.

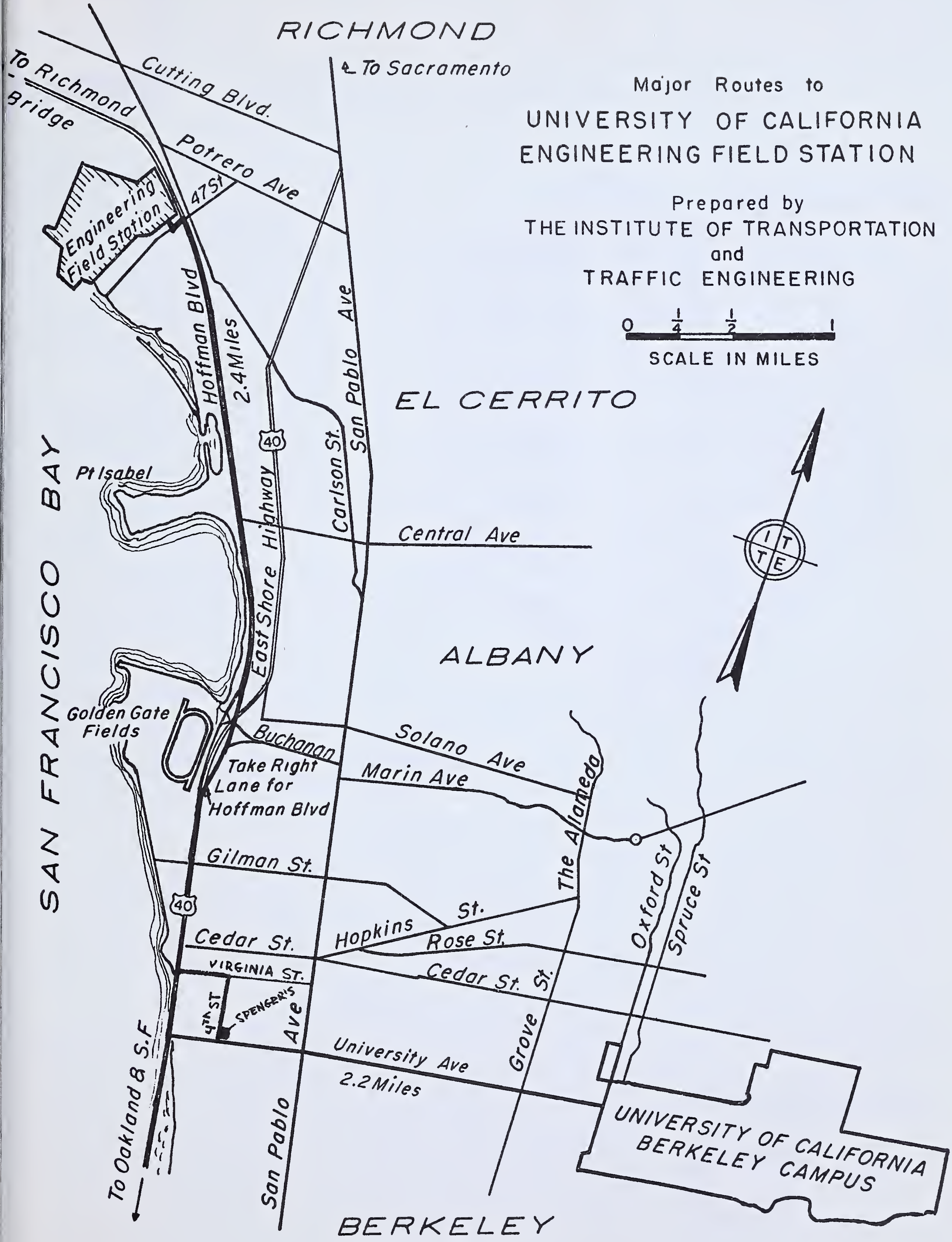
From San Francisco, take the "F" train and get off at University Ave. Then take the No. 51 bus down University to 4th St.

DIRECTIONS FROM SPENGER'S TO ITTE LIBRARY

1301 So. 46th St., Richmond

Go back along 4th St. to Virginia St., turn left and go back to the Eastshore Highway. Turn right and, after Gilman St., get in the right hand lane. At Buchanan St., which is the intersection by Golden Gate Fields, follow the sign pointing to Richmond which takes you under the overpass onto Hoffman Blvd. Turn left at So. 47th St., which is the next signalized intersection after Buchanan. Turn right by the sign saying University of California Engineering Field Station. There will be an officer at the gate to guide you in to the ITTE Library.





Major Routes to
UNIVERSITY OF CALIFORNIA
ENGINEERING FIELD STATION

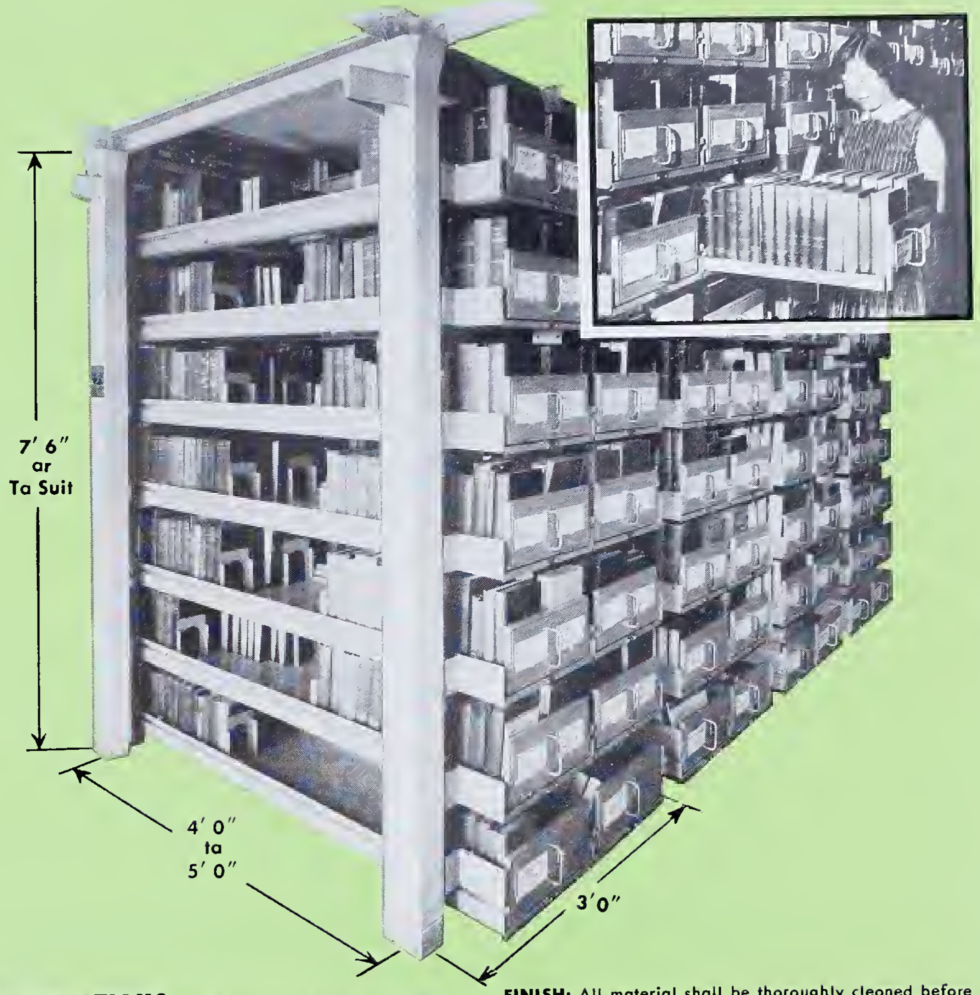
Prepared by
THE INSTITUTE OF TRANSPORTATION
and
TRAFFIC ENGINEERING

0
1/4
1/2
1
SCALE IN MILES
RICHMOND
To Sacramento
To Richmond Bridge
Cutting Blvd.
Potrero Ave
47 St
Engineering Field Station
Hoffman Blvd
2.4 Miles
40
East Shore Highway
Carlson St.
San Pablo Ave
EL CERRITO
Pt Isabel
SAN FRANCISCO BAY
Central Ave
I T T E
ALBANY
Golden Gate Fields
Buchanan
Take Right Lane for Hoffman Blvd
Solano Ave
Marin Ave
The Alameda
Gilman St.
40
Hopkins St.
Rose St.
Cedar St.
VIRGINIA ST.
Cedar St.
Oxford St
Spruce St
4th ST
SPENGER'S
Ave
Grove St.
University Ave
2.2 Miles
To Oakland & S.F.
San Pablo Ave
UNIVERSITY OF CALIFORNIA BERKELEY CAMPUS
BERKELEY

STOR-MOR BOOK DRAWERS

(Trade Mark)

Compact Storage Adaptable to All Libraries



Smooth-operating Stor-Mor Drawers roll open with an easy three-pound pull.

DOUBLE YOUR STORAGE CAPACITY

Ames' library equipment engineers have designed Stor-Mor Book Drawers* to provide the most efficient use of available floor space. By utilizing every other range aisle in the stock area, Stor-Mor Book Drawers permit the storage of up to twice as many books as regular shelving occupying the same amount of floor space, without decreasing the aisle width.

EASILY INSTALLED IN PRESENT LIBRARIES

Installations of freestanding or multi-tier shelving are readily converted to compact storage. Existing uprights serve as the supports for Stor-Mor Drawers which span the aisle between ranges of conventional bracket-type bookstacks of either freestanding or multi-tier construction. Drawer assemblies, with uprights if required, may be purchased for one or more sections of a range progressively, or complete conversion can be made immediately.

IDEAL FOR NEW CONSTRUCTION

The space-saving features of Stor-Mor Book Drawers make possible major economies in the building of new libraries. With less floor area required for book storage, the size of the building may be reduced, or additional space made available for other activities.

DRAWERS INTERCHANGE WITH SHELVES

Stor-Mor Book Drawers are interchangeable with regular shelving at will. At any time they may be moved to other similar uprights. The shelves they replace are shifted to the uprights vacated by the drawers.

EFFORTLESS, TROUBLE-FREE OPERATION

Running lightly on ball-bearing rollers, the all-steel Stor-Mor Drawers open and close easily and quietly with less than 3-pounds pull. Drawers are held securely in the closed position by a positive-locking catch. Books are held in place by adjustable book supports which hook into drawer. To accommodate volumes of varying sizes, drawers are adjustable to any desired height on the supporting columns.

*Pat. Pending

SPECIFICATIONS for Stor-Mor Book Drawers

SCOPE OF WORK: Furnish all material, labor, and equipment necessary to provide a complete installation of Compact Book Storage for: (A or B)

A. New Installation: The compact storage book drawers shall be supported by slotted tubular uprights together with all necessary base plates, spacers and bracing as ordinarily used for conventional bracket-type bookstack construction, either multi-tier or single-tier as shown on plans or as otherwise specified below.

B. Adaptation to Existing Installation: The compact storage book drawers shall be supported by existing bookstack uprights. All drawer loads shall be transmitted to existing uprights and no additional loads shall be imposed on stock floors except at existing uprights.

DRAWER ASSEMBLY—General Description of Function: The intent of this specification is to describe a drawer assembly which can be supported on bracket-type bookstock uprights spaced in the same manner required for the support of conventional shelving. It is intended that the supporting structure provided for drawer assemblies be identical to that required for conventional shelves and that there be ready interchangeability between compact storage drawers and conventional shelves. The drawer assembly shall be of sufficient length to span the distance between ranges and provide maximum storage in a pattern of uprights designed for conventional shelving. Two rows of drawers shall occupy the horizontal space between uprights in a standard 3-ft. section. The contents of each drawer shall be readily accessible by rolling the drawer to the open position so that one-half of the length of the drawer is fully exposed in the range aisle. Drawer suspension shall be so designed that a maximum force of 3 pounds is required to overcome the inertia of a 250-pound book load from either the open or closed position.

FINISH: All material shall be thoroughly cleaned before painting. All parts shall be finished in Alkyd-Urea type enamel, baked on with the proper temperature-time relationship to insure thorough curing and a tough, durable finish. Finish color shall be of light neutral color of Manufacturer's standard. All hardware shall be plated.

INSTALLATION: Drawer assemblies shall be installed by properly qualified personnel familiar with the requirements of bookstack erection. Drawers shall be hung level with uniform vertical spacing. Each 3-ft. section shall have two rows of 7 drawers in height, making a total of 14 drawers per section, unless otherwise noted on plans or in specifications.

GUARANTEE: The entire installation shall be guaranteed against faulty materials or workmanship for a period of one year.

This structure is covered in allowed patent claims about to issue.

INFORMATION WHEN ORDERING

For any type of Stor-Mor installation, the only preliminary information required is the space available and the number and length of ranges desired.

W.R.AMES COMPANY

Established 1910

BOOKSTACK DIVISION

150 Hooper St • San Francisco 7, Calif.

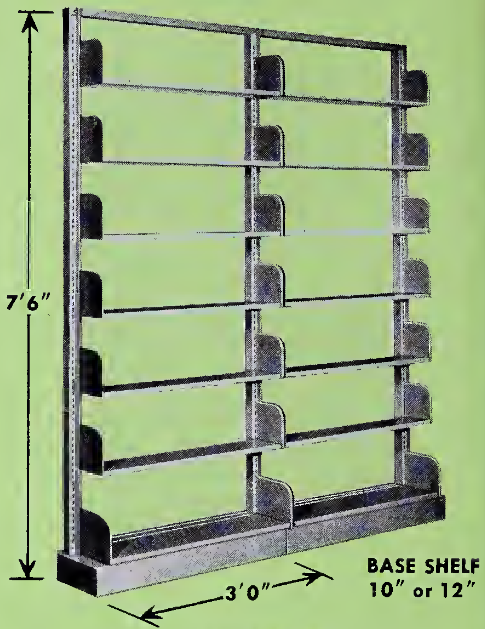
A. I. A. FILE NO. 35-B-2 1956

STEEL LIBRARY EQUIPMENT

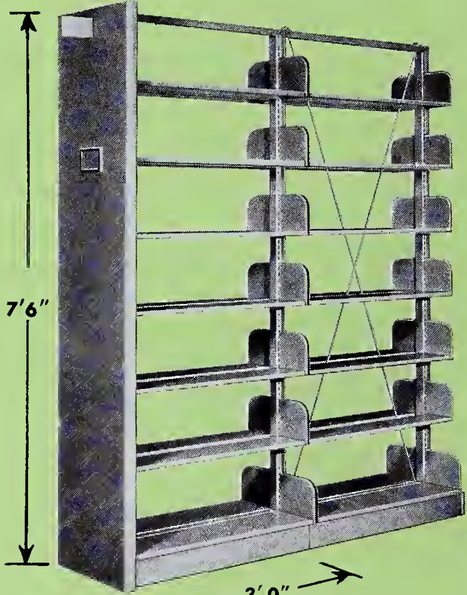
FREESTANDING STEEL SHELVING

Ames Freestanding Shelving provides convenient, economical book storage facilities adaptable to any library floor plan. Consisting of a simple skeleton frame which supports cantilevered "bracket-type" shelving, it is simple to install and rigidly constructed to withstand the heaviest book loads. Rearrangement or relocation is quickly accomplished. Existing installations are easily expanded to meet growing needs.

Ranges are made up of one or more 3-foot units, and may be lengthened or shortened at any time by adding or removing these units. The initial unit for each range has two uprights. Additional units used to extend the range require only one upright since they are added to the initial unit. Base supports are equipped with leveling screws, eliminating any need for shims. To harmonize with the library interior, Ames offers a wide range of finish colors at no extra cost.



SINGLE-FACED
Shown plain, without end panels



DOUBLE-FACED
Shown with end panel

SPECIFICATIONS for Freestanding Bracket-Type Steel Library Shelving

NOTE: This specification is intended as a convenience for architects and others specifying *standard* steel bookstack equipment. Special equipment should be specified in detail. Specifications are available for all library equipment and accessories.

GENERAL DESCRIPTION: The shelving shall be Bracket-Type Freestanding Steel Library Shelving. Ranges shall be held upright without the use of transverse bracing between ranges and shall be composed of sectional units so that one or more compartments of a range may be removed without affecting the stability of the remaining compartments.

SHELVING: All book shelves shall be 18-ga. steel formed to a ¾" deep open box section at front and back edges. Brackets for book shelves shall be 16-ga. steel with front and top edges rolled outward, approximately ¼". The front upper corner shall be rounded to a generous radius. The back edge shall have two hooks for support and one lug to maintain alignment and to prevent accidental dislodgment of brackets. Brackets shall be joined to shelves without fastenings. The bracket shall have a smooth, continuous hem into which the shelf end nests, leaving no raw edge or visible lugs. Brackets shall remain upright when shelves are removed, for ease in relocating. The complete assembly of shelf and bracket, when hung on uprights, shall be capable of supporting a uniformly distributed load of 40 lbs. per sq. ft. with no permanent distortion.

The space below bottom shelves shall be closed by means of kick plates installed below bottom shelf.

Each single-faced section shall be equipped with one bottom shelf and six adjustable shelves. It is important that these shelves be identical in construction and all contain the rolled outward flange to prevent knifing of books at any level. Base shelf should be 10" (or 12") deep to provide maximum stability. Adjustable shelves should be 8", or as specified by architect or librarian.

UPRIGHTS: The uprights shall be of tubular construction of no less than 18-ga. steel and shall be perforated to receive hooks of shelf brackets for adjustability at 1" centers. At least every sixth slot shall be distinctively shaped for easy shelf leveling. This upright shall be of welded construction and not rely on fastenings to hold the halves together. The column base shall consist of a channel-shaped member having an offset pocket into which the column is inserted and to which it is bolted in position. The base shall be designed to prevent damage to floor covering by maximum distribution of load and elimination of sharp edges bearing on floor. Base member shall extend the full depth of shelving and shall have a leveling screw at the outer ends to compensate for irregularities in the floor surface. Leveling screws shall bear on the flange of kick plate, affording complete protection of floor covering. Longitudinal stability shall be provided by diagonal sway braces for double-faced units and by suitable wall clips for single-faced units.

FINISHED END PANELS: Where indicated on plans, 18-ga. steel panels shall be installed at the ends of ranges. Panels shall be triple flanged at vertical edges. The front vertical corner shall be formed to ¾" radius. Panels shall be of sufficient width so that base shelf does not project beyond panel edge.

ACCESSORIES: As specified by architect or librarian.

FINISH: All material shall be thoroughly cleaned before painting. All parts shall be finished in Alkyd-Urea type enamel, baked on with the proper temperature-time relationship to insure thorough curing and a tough, durable finish. End panels shall be filled and sanded, and given an additional coat of enamel.

The finish color shall be selected by the owner from 18 color samples submitted by the manufacturer, or as designated by architect or owner.

INFORMATION WHEN ORDERING

Ames' *sectional* construction means that additional 3-ft. units may be added to a range at any time. It is important in ordering to distinguish between an *initial* unit which requires two columns and an *additional* unit which requires but one column and associated shelves and hardware. To place an order for standard equipment, the following information is necessary:

1. Number of ranges.
2. Number of 3' units per range
3. Type of range: single or double-faced
4: Type of end closure: end panel or plain
5. Depth of base shelf: 10" or 12"
6. Number of adjustable shelves
7. Depth of adjustable shelves: 8", 10" and 12"
8. Accessories required, such as: range index holders, shelf label holders, card frames, book supports.
9. Color desired.

Children's height (5' 0") shelving and counter height (3' 6") shelving are available as standard equipment. Shelving of any other height is available on request. All heights can be supplied single or double-faced.

W. R. AMES COMPANY
Established 1910
BOOKSTACK DIVISION
150 Hooper St • San Francisco 7, Calif.

The San Francisco Bay Chapter Welcomes
the following new members and transfers:

Miss Marie Grace Abbruzzese, Ln.
Mary's Help College of Nursing, Library
145 Guerrero Street
San Francisco 3, California

Mrs. Virginia Boucher
1951 Chestnut Street, Apt. 309
Berkeley 2, California

Miss Mary W. Cain
Standard Oil Co. of Calif., Library
225 Bush Street
San Francisco 20, California

Mr. Robert W. Coover
U.S. Naval Postgrad. School, Library
Monterey, California

Miss Barbara A. Crowley
3122A Eton Avenue
Berkeley 5, California

Miss Helen Harwood, Librarian
Kaiser Aluminum and Chemical Corp.
1924 Broadway
Oakland 12, California

Miss Katherine E. Johnson, Engineer
Electronic Defense Lab.
Sylvania Electrics Products Inc.
P.O. Box 205
Mountain View, California

Miss Lois H. Johnston, Division Ln.
Economics Research Div.
Stanford Research Inst.
1927 University Avenue
Palo Alto, California

Miss Georgia Plummer Lyke
872 Laurel Avenue
Pacific Grove, California

Miss Isabel McDonald
Lane Medical Library
Stanford Univ. School of Medicine
2395 Sacramento St.
San Francisco 15, California

Mrs. Hester Robinson
18 Cambridge Way
Piedmont 11, California

Miss Geneva Stromme
170 Seal Rock Drive
San Francisco, California

Mrs. Patricia Wizeman West, Ln.
General Electric Microwave Lab.
601 California Ave.
Palo Alto, California

Mrs. Irene Wilbert, Ref. Ln.
Mechanics Institute Library
57 Post Street
San Francisco 4, California

Mrs. Eleanore Wilkins
U.S. Geological Survey
4 Homewood Place
Menlo Park, California

CHAPTER NOTES

If you are going to the convention, please let the chapter bulletin editor know so your name can be put in the bulletin. This will help us to contact you and find out what the different divisions are doing.

The new directory of the members of the San Francisco Bay Region Chapter will be compiled late in April. National automatically drops delinquent members on March 31. Please pay your dues early in April so you will be reinstated and your name will appear in the directory. The directory must be complete to be useful.

The Nominating Committee is now preparing the list of candidates for offices for the coming year. Nominations will be accepted from the floor at the April meeting and, if accepted by a majority of members present, will be included on the ballot. A proposed candidate must have been a member of the chapter for at least one year prior to the proposal. The nominating committee consists of Katherine Karpenstein, Chairman, Amy Rose, Phyllis Anderson and Barbara White.

*****

Stacey's SPECIALISTS IN PROFESSIONAL AND SCIENTIFIC BOOKS *Medical · Technical · Business*

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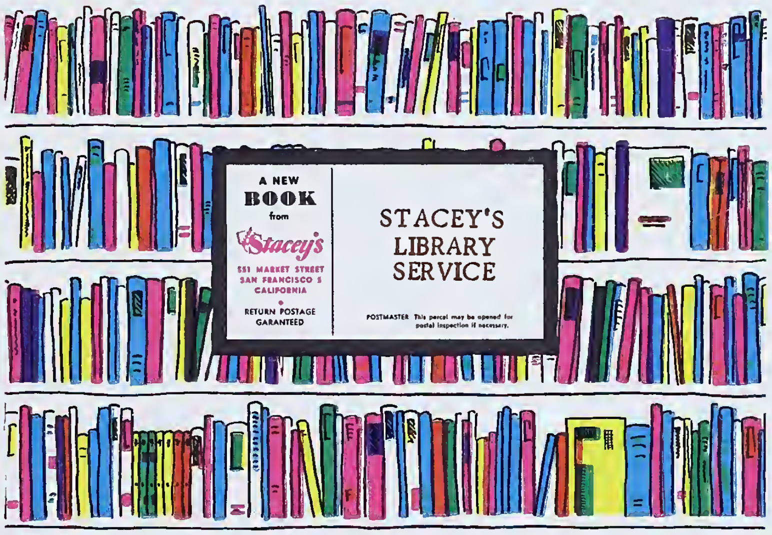
A Western Institution

STACEY'S LIBRARY SERVICE...


A NEW
BOOK
from
Stacey's
551 MARKET STREET
SAN FRANCISCO 5
CALIFORNIA
RETURN POSTAGE
GARANTEED
STACEY'S
LIBRARY
SERVICE
POSTMASTER This parcel may be opened for postal inspection if necessary.

IS JUST AS UNIQUE AS THIS FULL COLOR BOOK LABEL REPRODUCTION — in that 87% of all orders received in 1955 were filled immediately by Stacey's from stock on hand. Out of approximatly 290,000 books shipped, over 252,000 copies were "in stock."

. . . And this is the key to excellent Library Service — this largest single inventory of Scientific and Professional books in the world, coupled with a sensitive, personal attention to your needs that is **designed to help you serve your company better.**

TO SEE FOR YOURSELF, we urge you to try out our efficiency, delivery speed, and tailored service to libraries.

S. L. A. ARCHIVES

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 26, No. 4 June, 1956

JUNE MEETING

ANNUAL BUSINESS MEETING

DATE	Wednesday, June 13,1956
TIME	Social 6 o'clock Dinner 7 o'clock
PLACE	Tao Tao Restaurant 675 Jackson Street San Francisco
DINNER	Chinese Banquet
PRICE	$2.50 including tax and tip
RESERVATIONS	By noon, Friday, June 8. Sorry reservations not accepted after this time.
East Bay	Library Department, Safeway Stores, Inc. TEmplebar 2-5830, Ext. 34 .
SF	Library, Standard Oil Co. of California SUtter 1-7700, Ext. 2945

This will be the last chapter meeting of the current fiscal year. The next meeting will be in September.

Editor: June Wayne, Shell Development Co., Emeryville, California
OLympic 3-2100
Adv. Chmn.: Mrs. Constance Watson, Crown Zellerbach Corp., San Francisco
GArfield 1-3100

ANNUAL REPORTS OF OFFICERS AND COMMITTEES

President's Report

The major project this year has been the rewriting of all procedure manuals. We are especially grateful to Betty Roth for acting as the coordinator for this project. The manuals will be ready for the incoming officers in July.

Thanks also to Elizabeth Holden for graciously assuming the responsibilities of Employment Chairman in the middle of the year; to Art Johnson, who arranged for California Research Corporation to print our Duplicate Exchange List; and to all the committee chairmen and committee members who have worked hard to keep the SLA wheels turning.

On May 11, the Executive Board met with Dr. Jerrold Orne, Chairman of an ad hoc committee on Chapter Relations. He discussed (1) the relations of chapters to each other and to the Association, (2) a general policy for chapter non-serial publications, and (3) the amount of and method of allocating chapter dues.

Two proposals to ammend the Chapter constitution were submitted to the Executive Board. One corrected an ambiguity in Article III, Section 1. The other made it possible for the June meeting to be eliminated at the discretion of the Executive Board (Article VI, Section 2).

Best wishes for a very successful year to our incoming President and officers.

Ruth Wingfield, President

Advertising Committee

The San Francisco Bay Region Chapter, SLA, secured the following orders for advertisements in the Chapter Bulletin for the period September, 1955, through June 1956.

J. W. Stacey, Inc.	4	1 page multilithed ads, Sept., Jan., April, June (their plate)	$35.00
W. R. Ames Co.	3	1 page inserts, Sept., April, June at $12.00 each.	36.00
Cunningham Assoc.	1	1/2 page mimeographed ad, Sept.	6.00
Microcard Foundation	1	1 page multilithed ad, Jan.	22.00
TOTAL REVENUE RECEIVED OR TO BE RECEIVED			$99.00

(continued)

Advertising Committee (cont.)

Sixty-one letters were mailed to prospective advertisers during the year, plus a number of phone calls to local clients.

Constance M. Watson, Chairman

Archieves Committee

The archives, housed at Mechanics' Library, 57 Post Street, San Francisco, received and filed material as usual during the year.

Miriam G. Peevey, Chairman

Bulletin Editor's Report

The bulletin of the San Francisco Bay Region Chapter of the Special Libraries Association was published for the months of September, 1955, and January, April and June, 1956. It was mailed to the chapter membership, to the Association Executive Officers and to all Chapter Presidents.

Postcard reminders of the meetings of October and November, 1955, and February, March and May, 1956, were sent to the chapter membership.

The names and addresses of prospective members were provided by the membership chairman and bulletings and/or postcard notices were sent for three consecutive months.

The Bay Cities Duplicating Co. did all of the printing and mailing. A complete set of addressograph plates is in their possession and was revised several times during the term to coincide with the current chapter membership.

An alphabetical file of 3 X 5 membership cards was made to provide a set that was neater and more workable for making additions and revisions.

The bulletin editor's manual was reorganized and reprinted.

June Wayne, Editor

Duplicate Exchange Committee

Two Duplicate Exchange Lists were issued during the year.

The fall 1955 list was distributed in November. Paper, stencils, and labor were contributed by Safeway Stores, Inc. The Spring 1956 list was distributed in April. The California Research Corporation contributed paper, stencils, and labor.

A Procedure Manual for this committee was written.

(continued)

WHAT IS EFFECTIVE BOOKDEALER SERVICE?

According to Dr. Maurice F. Tauber in his new book on TECHNICAL SERVICES IN LIBRARIES (Columbia University Press, $6.50) . . .

. . . "The effectiveness of a book dealer depends on his experience, his stock, his contacts with publishers, and his competence in providing reliable information promptly.

"Not only must the book dealer have knowledge of usual bibliographical data, but he must use his experience and daily contacts to keep informed of changes of all kinds . . . (Stacey's offers you an information service, which, supplementing the cumulative indices, lists over 30,000 professional and scientific titles with their present status of availability.)

"It is important to know about a dealer's efforts to keep materials in stock. Some of the larger dealers retain widely diversified stocks, reaching 100,000 titles or more. These dealers, through experience, have been able to judge the demand of particular titles and make regular provision to fill the needs of libraries quickly . . . (Stacey's has the largest stock of professional and scientific books in the United States which insures an extremely high percentage of your orders being filled from stock. New books are received automatically. Standing orders with the publishers assure us of stock of each new title as it is issued.)

"Dealers also have contacts with publishers. They know of publications in advance and of new editions of standard works. These contacts increase the ability of the dealer to render special service to librarians . . . (The quarterly Stacey Technical and Business Book Previews, featuring the forthcoming titles of all publishers, is the only publication of its kind and is now being used by librarians throughout the nation.)

"The experienced dealer will not only provide prompt service in the handling of orders, he will also render accurate bills and answer inquiries willingly." (Shipment of books in stock is made by Stacey's the same day your order is received. Invoices accompany the shipment to avoid any possible log jam in your receiving room.)

Stacey's LIBRARY SERVICE

Designed to help you serve your community / your institution / your company better!

551 MARKET STREET, SAN FRANCISCO 5 • PHONE GArfield 1-4687

Duplicate Exchange Committee (cont.)

The cost of duplicating the List, in both materials and labor, is becoming prohibitive and few libraries have the facilities to handle it. The committee suggests, therefore, that another less expensive way of offering a Duplicate Exchange Service be found. One possibility is to eliminate issuing the List entirely. Contributors would send lists of offers and wants to the Committee. The Committee would act as a clearing house, advising those with offers who requested their materials on the want list. This could be done either by post card or by telephone.

Marylyn Yearin, Chairman
Arline McCabe
Arthur B. Johnson

Employment Committee

Personal interviews	53
New applicants registered	26
Positions registered	28
Placements made	12
Decision on applicant still pending	1
Unfilled positions registered (April 30)	7
Applicants in active file, April 30	17

Elizabeth H. Holden, Chairman

Library Promotion Committee

During 1955-56, the Committee continued its efforts to assist organizations interested in establishing libraries by offering loan of Rose Vormelker's "Company Library" and SLA's Brief for the Corporation Library, general consultation with SLA members, and use of the Chapter's Employment Committee.

Since the services of our Committee are not widely known - not even to Chapter members - our activity consists mainly in following press reports on new firms, branch offices and general industrial expansion in the area, contacting by letter those that would appear most likely to have need of library services, and assisting those directed to the Committee by SLA members.

Two companies requested SLA material on loan, a Committee member is presently meeting with the management of another firm, and action is pending on several letters written.

The Committee recommends that the work of the Library Promotion Committee be continued, and offers the following suggestions.

1. That the Committee consider increasing its membership to include

(continued)

Library Promotion Committee (cont.)

two representatives from Peninsula (in place of one), with San Mateo and Santa Clara counties each represented.

That the Committee consider including the Sacramento area in its scope of operation, with a representative from that area.

2. That the Committee consider a method of informing the Chapter membership on its objectives and activity.

Phyllis J. Anderson, Chairman
Beverly Hickok
Elizabeth H. Holden
Dorothy Krisher
Margaret M. Rocq
Marjorie Schuler
Barbara E. White

Membership Committee

According to chapter records, the number of paid-up members of the San Francisco Bay Region Chapter, by classes as of May 14, 1956 is as follows:

	1956	1955
Active	112	114
Associate	49	50
Institutional	16	15
Life	1	1
Sustaining	1	1
Student	0	1
Retired	2	0
	181	182

Two active and 1 institutional memberships are on their way to New York, but official records have not been received.

The 1956 Chapter Membership Directory has been prepared by the Secretary and will be distributed shortly to all members.

The new institutional member this year is Hexcel Products Co., Miss Marda Evans, Librarian, 951-61st Street, Oakland 8, California.

Conversation with a student at U.C. Library School brought out that they are completely unaware of Special Libraries Association. The student makes the following suggestions, which the new membership chairman should consider and act on in some fashion: 1) ALA sends a representative to the school late in October of every year. Representative gives a 15 minute talk on the Association. 2) Within the next two weeks, letters, student membership blanks and envelopes are sent to each student, the names having been obtained from school Secretary. Our Chapter's Monthly Bulletin is put on the Bulletin Board, but it is just 1 of a hundred notices, and is often hidden under other material. Perhaps the major field of the students could be determined, and

(continued)

Membership Committee (cont.)

bulletins sent the first few months to those with technical or semi-technical courses, as they are the ones for whom there are openings. Our student membership dues are very low; we have no student members at this time.

Elizabeth B. Roth, Chairman

Press Relations Committee

Report of Work During the Year

1. Press releases were sent to the leading Bay Area newspapers prior to each of the eight chapter meetings. If the meeting was held out of town, as were the San Jose and Davis meetings, additional releases were sent to local newspapers. If a University librarian or library was involved, an additional release was sent to the Daily Cal. A release will also be sent prior to the convention listing the chapter members planning to attend, and giving some background on SLA.

2. The Procedures Manual of the Press Relations Committee was revised and submitted to the President.

Recommendations

1. The Chairman should make definite arrangements with another person to help watch for releases as they appear in print.

2. Discuss with the President the advisability of adding one or more persons to the Committee. Perhaps one person could be responsible for sending releases to one group of papers, such as the San Francisco ones, and another person could be responsible for the East Bay and Peninsula.

3. Make an effort to get our releases off of the Women's and Society pages onto the Business or Financial pages.

4. Check with the Program Chairman and, as far as possible, know the plans for meetings for the entire year, so that you can plan your strategy in advance. Try to write at least on special or feature story during the year.

Beverly Hickok, Chairman

Program Committee

In formulating a schedule of programs for our chapter meetings this year, the Program Committee attempted to consider the diversity of SLA subject interests as represented by the SLA Divisions. It was hoped that this would result in a well-rounded schedule.

Miss Jane Wilson, Hospitality Chairman, arranged the dinners which preceded meetings

(continued)

BOOKSTACK EQUIPMENT AND ACCESSORIES

Ames offers a complete line of library equipment and accessories. Consult us regarding your specific requirements.

DIVIDED SHELVES for Vertical Filing

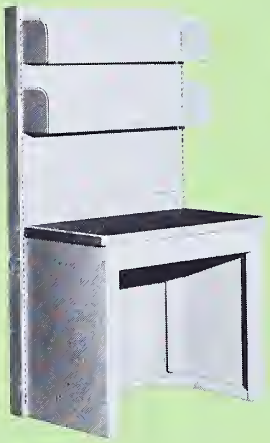
Ames Divided Shelves provide a low-cost, time- and space-saving system for the upright filing and storing of folders, phonograph records, periodicals, etc., which will not stand alone vertically on standard shelving. Interchangeable with practically all makes of bracket-type book shelving. Shelves available in 10", 12" and 14" depths.

DIVIDED SHELVES are instantly adjustable *vertically* and Shelf Dividers are adjustable *horizontally*, both on 1" centers.

BOOK TRUCKS with Removable Shelves

Ames Book Trucks accommodate six standard bracket-type shelves, each 3' in length. Shelves are readily removable and interchangeable on the slotted uprights. Ideal for temporary storage and reshelving of returned books, loaded shelf transport, portable display case, etc. Height, 40½"; width, 16"; length, 39½"; weight with 6 shelves, 75 lbs. Available with or without shelves.

AMES STEEL LIBRARY EQUIPMENT is ideal for all types of libraries, including public libraries, schools, colleges, institutions, offices and industrial libraries. Without obligation, Ames' experienced library equipment engineers will help you plan for the equipment which meets your particular needs.



CARREL DESKS Freestanding, Single or Double-faced

Single-faced unit accommodates up to 5 bracket-type shelves on rear face. Drawer if desired. Individual desks without side panels are available for multi-tier construction.

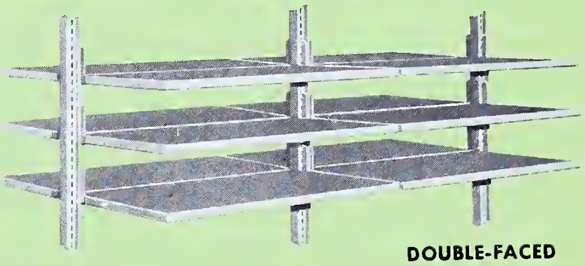
SINGLE-FACED

Height: 66"
Width: 36"
Depth: 20½"

FLUSH BRACKET SHELVING

Shelved Flat for Newspapers or Other Material

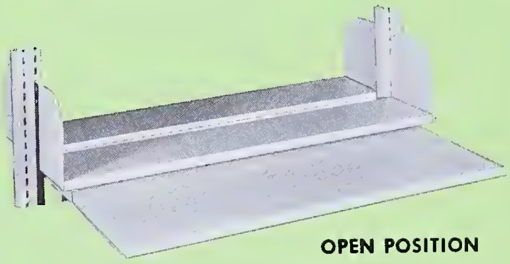
Standard depth 20". Special construction to permit close spacing. Shelf surface unobstructed for full length of range.



DOUBLE-FACED

SLIDING REFERENCE SHELF for Double-Faced Ranges Only

Permits brief reference to books and convenient writing surface. Shelf can be pulled out from either side of double-faced range. Safety stop prevents accidental dislodgment. Shelf guides are attached to underside of any depth bookshelf, without tools.



OPEN POSITION

Locations of recent installations for reference purposes will be supplied on request.

REPRESENTATIVES IN PRINCIPAL CITIES

W. R. AMES COMPANY

Established 1910

BOOKSTACK DIVISION

150 Hooper St • San Francisco 7, Calif.

Litho in U. S. A.

Catalog BG-9/55

MULTI-TIER BOOKSTACKS

Designed and Erected to Meet Your Requirements

BOOKSTACK COMPONENTS

The structural parts of the multi-tier bookstack include the steel columns which support the shelves or drawers, the floors, and the stairs, all of which must be specially designed and manufactured for each individual project. Shelves, brackets, book supports and miscellaneous accessories are standard for all installations. Sound construction, efficient use of space, convenience for librarians and borrowers, and protection for books govern our design of these installations.

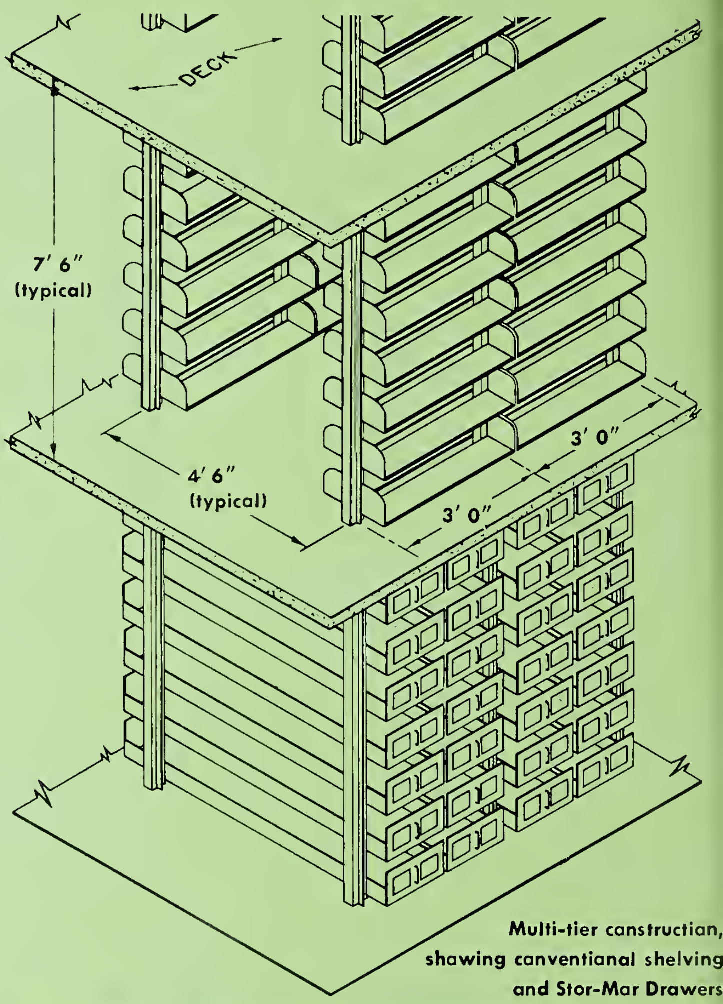
PLANNING SERVICE

If you will provide us with preliminary sketches or a description of the library building, we are prepared to submit the following information for your consideration:

1. Details of stack columns together with details of related parts such as footing plates and floor bearing members. These details will be selected for their suitability for the requirements of the job involved. Details will also be provided of the three types of decks which we are prepared to install. These decks are: (a) concrete; (b) cellular steel, flush both sides; (c) cellular steel with exposed cells on underside forming the ceiling.
2. Information on bookstack loads and column design.
3. Cost estimates.

Our services extend from the inception to the completion of the bookstack, and are offered to all those concerned with the design, construction and use of such equipment. A thorough knowledge of library requirements, an understanding of architectural and engineering problems involved, and complete manufacturing facilities are our credentials to library planners and builders.

Consultation is offered free and entails no obligation. We urge you to request this service during the early planning stage of the library.



Multi-tier construction, shawing conventional shelving and Stor-Mar Drawers

This typical two-tier stack, adjacent to the reading room, was fabricated and installed, including the stairs and railing, by Ames. The attractive steel end panels are finished to harmonize with the library interior.

The undersides of the steel decks may be plastered, as shown in this multi-tier installation. All electrical wiring is inside the columns and decks (UL approved) for neat appearance. No conduit is required.

W. R. AMES COMPANY
Established 1910

Locations of recent installations for reference purposes will be supplied on request.

BOOKSTACK DIVISION

150 Hooper St • San Francisco 7, Calif.

Program Committee (cont.)

The list of meetings follows:

1. Wednesday, September 21
   Dinner at Cairo Restaurant
   Visit to San Francisco Chronicle with tour of Mechanical Department and visit to Library.
   Hostess: Chronicle Librarian, Miss Thelma Weber

2. Saturday, October 29
   Special Program Chairman: Miss Winona Walker
   Joint meeting with Southern California Chapter during CLA convention.
   Luncheon at St. Claire Hotel in San Jose
   Panel discussion on "Coordinate Indexing vs. Other Retrieval Processes."
   Leader: Mr. Melvin J. Voigt, University of California
   Participants: Mr. George R. Luckett, U.S. Naval Postgraduate School, Monterey
   Mr. Roy J. Nielsen, U.S. Naval Radiological Defense Lab., San Francisco
   Miss Madeline Canova, U.S. Naval Ordnance Test Station, China Lake
   Miss Elizabeth Karshner, Rand Corp., Santa Monica

3. Thursday, November 17
   Joint meeting with East Bay Reference Librarians' Council.
   Dinner at Gold Lantern Tea Room at Mills College
   Talk by Dr. Lynn White, Jr., Mills College President, on "The Growing Edges of the Study of Man"
   Tour of Mills College Library
   Hostess: Mills Librarian, Miss Elizabeth Reynolds

4. Wednesday, January 18
   First of two methods meetings in Conference Room of Standard Oil Bldg., San Francisco, on library problems
   Both meetings planned and moderated by Miss Elizabeth Holden
   Speakers: Miss Anne Rand on "There's Not Room for One More--the Problem of Discarding"
   Miss Eugenia Ironside on circulation problems
   Miss Marjorie Griffin on routing problems

5. Thursday, February 16
   Second methods meeting
   Speakers: Miss Marie Koutecky on ordering of foreign and domestic serials.
   Miss Anne Burnett on special cataloging problems

6. Wednesday, March 21
   Visit to San Francisco Stock Exchange. Mr. Ronald Kaehler, President, and other members of the Exchange explained the daily activities.

(continued)

Program Committee (cont.)

7. Thursday, April 19
Dinner at Spenger's Fish Grotto, Berkeley
Visit to Library of Institute of Transportation and Traffic Engineering in Richmond. Welcome by Professor H.E. Davis, Director of the Institute
Meeting attended by students from U.C. School of Librarianship
Hostess: ITTE Librarian, Miss Beverly Hickok

8. Saturday, May 12
Trip to University of California at Davis
Tour of Library
Lunch in Oak Room on campus
Tour of campus including Food Technology Building, School of Veterinary Medicine, Enology Building, and Home Economics Building
Host: Davis Librarian, Mr. J.R. Blanchard

9. Wednesday, June 13
Dinner at Tao-Tao Restaurant in San Francisco Chinatown
Annual business meeting and social evening

Marian Wickline, Chairman
Phyllis Anderson
Johanna Fritsche
Katherine Karpenstein
Geraldine Scalzo

Recruitment Committee

No report

Secretary's Report

The following general meetings have been recorded by the secretary:

Dinner meeting at the Cairo Restaurant, followed by a tour of the City Room, Mechanical Department and Library of the San Francisco Chronicle. September 21,1955.

Luncheon meeting at the St. Claire Hotel, San Jose on October 29,1955. This was a joint meeting with the Southern California Chapter of the Special Libraries Association.

Dinner meeting at Mills College in Oakland. Dinner was followed by a tour of the Mills Library and an address by their president in the Bender Room. This was a joint meeting with the East Bay Council of Reference Librarians.

Two methods meetings held January 18 and February 16 at the Standard Oil Company of California building in San Francisco.

General Meeting at the San Francisco Stock Exchange, March 21, 1956.

(continued)

Secretary's Report (cont.)

Dinner meeting at Spenger's Fish Grotto in Berkeley followed by a tour of the University of California Institute and Traffic Engineering Library in Richmond April 19, 1956

Executive meetings held August 16, December 20, and April 19, were recorded.

Isabella L. Nestor, Secretary

Translations Committee

No report

Treasurer's Report

(Preliminary)
July 1, 1955 - May 21, 1956

Balance on hand, July 1, 1955		$ 452.66
Receipts, July 1, 1955 - May 21, 1956		471.39
Budget checks from SLA Headquarters	354.19	
Bulletin advertising revenue 1955/56	87.00	
Union List sales	20.60	
Royalty on Union List from Stanford University Press	3.00	
Miscellaneous	6.60	
Disbursements July 1, 1955 - May 21, 1956		247.79
Bulletin labor and supplies (includes addressograph plates)	134.05	
Bulletin postage	43.76	
General postage	30.03	
Scholarship and student loan fund contribution	25.00	
Subscription to LIBRARY JOURNAL for Dutch librarian	11.00	
Miscellaneous (city sales tax)	3.95	
Balance on hand, May 21, 1956		$ 676.26

Barbara Houghton, Treasurer

Union List Sales Committee

No report

NIELSEN HEADS LIBRARY COUNCIL

Roy Nielsen, U.C. School of Libr. '41, Head of the Library at the U.S. Naval Radiological Defense Laboratory, was elected Chairman for 1956 of the Council of Librarians, West Coast Navy Laboratories, at the 27 January meeting at Naval Ordnance Lab., Corona.

Like the Interlaboratory Com. on Facilities, this Council is an auxiliary of the West Coast Senior Scientists. It was established in Feb. 1955 and meets quarterly at the different activities.

The Council considers and recommends action on library and technical information matters of interest to West Coast Navy Labs. It has completed a study on the procurement of translations; and is working on a technical journal table of contents service. Another NRDL librarian, Erhard Sanders, made a study of disposal of duplicate and surplus material no longer required in Navy libraries.

NRDL will be host at the July meeting.

MRS. MILLAR IS HONORED

In recognition of her active and helpful guidance of students over the past 20 years, Delta Phi Epsilon, national foreign service fraternity, has established a perpetual award in the name of Mrs. Hildegard Millar, Librarian of the Bureau of International Relations Library at the University of California. Its purpose is to encourage and reward interest in the Federal Government in the field of foreign relations. This award will be presented annually to a student chosen by a committee of faculty members.

Mrs. Millar is a charter member of the Bay Region Chapter. In fact, the formation of the chapter is no doubt due to her efforts when, in 1921, while Librarian of the Standard Oil Co. of California Library, she attempted to find other special librarians in S.F.

MRS. MILLAR IS HONORED (cont.)

The first meeting of 5 or 6 was a small one, but by 1924, 35 librarians gathered and voted to form a chapter of the Special Libraries Assn.

NEW MEMBERS AND TRANSFERS

1. Mr. Robert A. Anderson, Ln.
   Dept. of Public Works, Div. of Highways Materials and Research
   3435 Serra Way
   Sacramento 16, Calif.

2. Mrs. Tamara Engelman, Asst. Ln.
   Foremost Dairies Inc. Research Library
   425 Battery St.
   San Francisco 11, Calif.

3. Hexcel Products Co.
   Miss Marda Evans, Tech. Librarian
   951 - 61st Street
   Oakland 8, California

4. Miss Jessie W. Miller
   Supervisory Cataloger, Library Branch
   U.S. Naval Radiological Defense Lab.
   San Francisco 24, Calif.

A VERY SPECIAL LIBRARIAN

"She is so special she is almost unique;
When they phone for a book she is off
like a strique.
She knows Esperanto, and German and
Grique,
When the boss is grumpy, she turns the
other chique.
Alas, she is leaving the end of the
wique."
(Toronto Chapter Bulletin)

Mrs. Becker [illegible]
Mich. Dist.